

## NOTICE TO OFFEROR

This acquisition is 100% set-aside to 8(a) business concern.  
(Small Disadvantaged Business)

This means that....

- Offer will only be accepted from 8(a) business concern certified by the Small Business Administration (SBA).
- Federal Acquisition Regulation (FAR) 52.219-14 is applicable to this acquisition. Therefore, offeror shall comply with the FAR clause requirement that "at least 50 percent of the cost of contract performance incurred for personnel shall be expended for employees of the concern."

Therefore, to ensure that offeror is in compliance with the above requirement, offeror shall provide its DETAILED price proposal, including a complete breakdown of how the price was derived (i.e., direct labor, material, overhead, general and administrative expenses, subcontracting, other direct costs, profit, etc.)

- Offeror that cannot meet the requirements above will consider this solicitation an information copy only.
- **PRE-PROPOSAL**  
**CONFERENCE/SITE VISIT IS SCHEDULED FOR: AUGUST 25, 2004**

If you plan to be represented at the Site Visit send the name of your company and representative to Christine Matschkowsky at 415-848-4737 by close of business **August 20, 2004**. The visit will be conducted at the IRS Service Center (CSC), 5045 E. Butler Avenue, Fresno, CA between 9:00 AM and 12 Noon on **August 25, 2004**. Representatives should arrive at the Center between 8:30 and 8:55 AM to sign in and be escorted to the meeting area.

- Forms are available from the GSA Website:  
<http://www.gsa.gov/Portal/gsa/ep/formslibrary.do> or you may contact Christine Matschkowsky at 415-848-4737.

<b>SOLICITATION, OFFER AND AWARD</b>		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING	PAGE 1 OF PAGES 257
2. CONTRACT NUMBER	3. SOLICITATION NUMBER <b>TIRWR-04-R-00019</b>		4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)	5. DATE ISSUED <b>08/13/2004</b>	6. REQUISITION/PURCHASE NO. <b>M-5-M9-4J-MA-A00</b>
7. ISSUED BY DEPARTMENT OF TREASURY (DY) INTERNAL REVENUE SERVICE, PROCUREMENT BR 333 MARKET STREET, SUITE 1400 SAN FRANCISCO, CA 94105-2115			8. ADDRESS OFFER TO (If other than Item 7) See Item 7		

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder"

**SOLICITATION**

9. Sealed offers in original and 2 copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in 333 Market Street, Suite 1400, San Francisco, CA 94105 until 12:00 PM (Hour) local time 09/13/2004 (Date).

CAUTION — LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:	A. NAME <b>MATSCHKOWSKY, CHRISTINE</b>		B. TELEPHONE (NO COLLECT CALLS)		C. E-MAIL ADDRESS
			AREA CODE	NUMBER <b>415-848-4737</b>	

**11. TABLE OF CONTENTS**

(✓)	SEC.	DESCRIPTION	PAGE(S)	(✓)	SEC.	DESCRIPTION	PAGE(S)
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
X	A	SOLICITATION/CONTRACT FORM	1	X	I	CONTRACT CLAUSES	14
X	B	SUPPLIES OR SERVICES AND PRICE/COST	4	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.			
X	C	DESCRIPTION/SPECS./WORK STATEMENT	35	X	J	LIST OF ATTACHMENTS	162
X	D	PACKAGING AND MARKING	1	PART IV - REPRESENTATIONS AND INSTRUCTIONS			
X	E	INSPECTION AND ACCEPTANCE	1	X	K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	10
X	F	DELIVERIES OR PERFORMANCE	4				
X	G	CONTRACT ADMINISTRATION DATA	4	X	L	INSTRS., CONDS., AND NOTICES TO OFFERORS	11
X	H	SPECIAL CONTRACT REQUIREMENTS	8	X	M	EVALUATION FACTORS FOR AWARD	2

**OFFER (Must be fully completed by offeror)**

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within \_\_\_\_\_ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52.232-8)	10 CALENDAR DAYS %	20 CALENDAR DAYS %	30 CALENDAR DAYS %	CALENDAR DAYS %
14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR	CODE <b>00055905</b>	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)
TO ALL OFFERORS			
15B. TELEPHONE NUMBER AREA CODE NUMBER EXT.	<input type="checkbox"/> 15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.		17. SIGNATURE
			18. OFFER DATE

**AWARD (To be completed by Government)**

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(c) ( ) <input type="checkbox"/> 41 U.S.C. 253(c) ( )		23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified) ITEM
24. ADMINISTERED BY (If other than Item 7) CODE	25. PAYMENT WILL BE MADE BY CODE	
26. NAME OF CONTRACTING OFFICER (Type or print)		27. UNITED STATES OF AMERICA (Signature of Contracting Officer)
		28. AWARD DATE

IMPORTANT -- Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

## Section B

### SUPPLIES OR SERVICES AND PRICES/COSTS

Line Item No.	Description of Supplies/Services	Qty	U/I	Unit Price	Total
<b>BASE YEAR</b>					
<b>PERIOD OF PERFORMANCE: 02/01/2005 - 09/30/2005</b>					
0001	The contractor shall furnish all labor, equipment, personnel and supervision necessary to provide security guard and other related services as stated herein.	8.00	MO	\$ _____	\$ _____
0002	The contractor shall furnish all labor, equipment, personnel, supervision and trained dogs necessary to provide canine services in accordance with the Canine Explosive Detection Statement of Work incorporated herein.	12.00	MO	\$ _____	\$ _____
0003	Additional/Emergency Services	1.00	LO	NTE \$ _____	\$ _____
	Guard I \$ _____/hr				
	Guard II \$ _____/hr				
	Canine Services \$ _____/hr				
<b>TOTAL FOR BASE YEAR</b>					\$ _____
<b>OPTION PERIOD #1</b>					
<b>PERIOD OF PERFORMANCE: 10/01/2005 - 09/30/2006</b>					
1001	The contractor shall furnish all labor, equipment, personnel and supervision necessary to provide security guard and other related services as stated herein.	12.00	MO	\$ _____	\$ _____
1002	The contractor shall furnish all labor, equipment, personnel, supervision and trained dogs necessary to provide canine services in accordance with the Canine Explosive Detection Statement of Work incorporated herein.	12.00	MO	\$ _____	\$ _____
1003	Additional/Emergency Services	1.00	LO	NTE \$ _____	\$ _____
	Guard I \$ _____/hr				
	Guard II \$ _____/hr				
	Canine Services \$ _____/hr				
<b>TOTAL FOR OPTION PERIOD #1</b>					\$ _____

**OPTION PERIOD #2****PERIOD OF PERFORMANCE: 10/01/2006 - 09/30/2007**

2001	The contractor shall furnish all labor, equipment, personnel and supervision necessary to provide security guard and other related services as stated herein.	12.00	MO	\$ _____	\$ _____
2002	The contractor shall furnish all labor, equipment, personnel, supervision and trained dogs necessary to provide canine services in accordance with the Canine Explosive Detection Statement of Work incorporated herein.	12.00	MO	\$ _____	\$ _____
2003	Additional/Emergency Services	1.00	LO	NTE	
	Guard I \$ _____/hr			\$ _____	\$ _____
	Guard II \$ _____/hr				
	Canine Services \$ _____/hr				

**TOTAL FOR OPTION PERIOD #2**

\$ \_\_\_\_\_

**OPTION PERIOD #3****PERIOD OF PERFORMANCE: 10/01/2007 - 09/30/2008**

3001	The contractor shall furnish all labor, equipment, personnel and supervision necessary to provide security guard and other related services as stated herein.	12.00	MO	\$ _____	\$ _____
3002	The contractor shall furnish all labor, equipment, personnel, supervision and trained dogs necessary to provide canine services in accordance with the Canine Explosive Detection Statement of Work incorporated herein.	12.00	MO	\$ _____	\$ _____
3003	Additional/Emergency Services	1.00	LO	NTE	
	Guard I \$ _____/hr			\$ _____	\$ _____
	Guard II \$ _____/hr				
	Canine Services \$ _____/hr				

**TOTAL FOR OPTION PERIOD #3**

\$ \_\_\_\_\_

**OPTION PERIOD #4****PERIOD OF PERFORMANCE: 10/01/2008 - 09/30/2009**

4001	The contractor shall furnish all labor, equipment, personnel and supervision necessary to provide security guard and other related services as stated herein.	12.00	MO	\$ _____	\$ _____
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4002	The contractor shall furnish all labor, equipment, personnel, supervision and trained dogs necessary to provide canine services in accordance with the Canine Explosive Detection Statement of Work incorporated herein.	12.00	MO	\$_____	\$_____
4003	Additional/Emergency Services	1.00	LO	NTE	\$_____
	Guard I \$_____/hr				\$_____
	Guard II \$_____/hr				
	Canine Services \$_____/hr				\$_____
	<b>TOTAL FOR OPTION PERIOD #4</b>				
	<b>TOTAL OF BASE AND FOUR OPTIONS</b>				\$_____

## 1. DESCRIPTION OF SERVICES

The contractor shall provide all management, supervision, labor, materials, supplies, and equipment (except as otherwise provided), to provide Guard Services at the IRS Fresno Campus, Fresno, CA.

## 2. PRICES

Offeror MUST submit a price for all services listed and described herein, including all option periods. The offeror must submit FIRM-FIXED PRICE for all years.

## 3. ADDITIONAL SERVICE HOURS

a. The unit prices are a fixed price per hour for providing additional services when ordered that are in addition to the basic services covered by this contract.

b. Additional services are services to cover the costs for the Government's short-term needs for nonrecurring related services (See Section C, Paragraph 7.3).

## SECTION C

July 8, 2004

**PERFORMANCE WORK STATEMENT  
ARMED SECURITY GUARD SERVICES  
US DEPARTMENT OF TREASURY  
FRESNO INTERNAL REVENUE SERVICE CAMPUS (FIRSC)  
FRESNO AND VISALIA POD'S**

### 1.0 SCOPE

- 1.1 OBJECTIVE: The objective of this performance-based contract is to obtain the contractor's services to furnish all contract oversight management, supervision, testing, training, random and targeted drug testing, certifications, licenses, insurance, bonds, technically trained personnel, wages and fringe benefits, reports, uniforms, patrol vehicles, weapons and ammunition, equipment, materials, and supplies (except property and items which are furnished by the Government/IRS) necessary to provide armed security guard services in compliance with all terms and conditions of this solicitation and any resultant contract award for FIRSC and the assigned Post of Duty offices (POD).

In addition, as part of this IRS Mission Assurance physical security consolidation effort, the Government contemplates the issuance of bi-lateral orders under the changes clause, for additional services, at sites other than the Fresno campus. Such sites may be located throughout the Montana, Wyoming, Colorado, New Mexico, Arizona, Utah, Idaho, Washington, Oregon, California, Hawaii, and Alaska area.

- 1.2 BACKGROUND: FIRSC serves as a Submission Processing, Field Compliance, and Accounts Management site for processing Federal tax returns. Armed security guard services are required for the main Service Center and at the off-site facilities listed in the descriptions below. See Exhibits 10a – 10e for map locations of each Post.

FIRSC main building, 5045 E. Butler Avenue, Fresno, is a 531,976 square-foot, one-story facility that consists of 5 buildings interconnected by enclosed passageways. The perimeter is fenced with access onto the property presently controlled by three entrance gates. Access to the building is controlled by proximity card access readers or contracted armed security officers. Proximity card access readers are currently located at 4 of the 5 exterior entry doors and activate release of security doors. There are approximately 5,000 employees working at the main center during peak filing season (January through June). FIRSC is a 24-hour per day, 7-day per week operation. Due to the large number of employees assigned to this facility and the functions it performs, the building is designated as a Level IV facility as defined by Department of Justice.

Cherry Avenue, 2628 S. Cherry Avenue, Fresno, is a 78,225 square-foot, one-story warehouse with an interior mezzanine. The main purpose of this site is furniture and tax return storage. A training room facility is also located at this location. Year-round population is 10 employees, 5-days per week, 12-hours per day with the possibility of 50 employees in the training facility. The perimeter is fenced with access onto the property via one gated entrance. An armed security officer controls building access. The building is designated as a Level II facility as defined by Department of Justice

Tulare, 1000 N. Mooney Boulevard, is located approximately 50 miles from FIRSC. Tulare is a 10,680 square-foot, one-story structure. There is one main entry controlled by a HIRSCH keypad system. Parking lot is fenced. Population is approximately 4 (non-peak) to 110 per each shift (peak). Armed security officers are utilized at this site during peak only. Federal tax return processing is performed at this site. The building is designated as a Level II facility as defined by Department of Justice.

Kings Canyon Pavilion, 4867 E. Kings Canyon Road, Fresno, is an 8,334 square-foot, one-story structure. There is one perimeter entry with proximity card access control. There is no fencing at this location. Population is approximately 20 employees. Site is utilized for recruitment of Federal personnel from December to March and can increase population to approximately 200. Armed security officer is present during recruitment only. The building is designated as a Level II facility as defined by Department of Justice.

El Dorado, 1950 G. Street, Fresno, is approximately a 109,000 square-foot, two-story structure with mezzanine shelving. There is one main entrance with proximity card access control. The facility is fenced with one entry gate and a two-level parking garage. Population is approximately 235 employees. Federal tax return storage is performed at this site. The building is designated as a Level III facility as defined by Department of Justice.

Compliance Building, 1325 Broadway Plaza, Fresno, is a 178,000 square-foot, six-story structure. There are two main perimeter entries through the lobby and a loading dock entry, which are controlled via prox card readers. The facility is surrounded on the south and west side by a 7-foot wrought iron fence which also encloses a 6-level parking garage. The facility is monitored onsite with 10 exterior CCTV cameras. Population is approximately 1406 employees, (1037 day shift/369 swing shift). Federal tax return processing and customer service functions are performed at this site. The building is designated as a Level IV facility as defined by Department of Justice.

Accounts Management Building (Tower), 855 M. Street, Fresno, is a 122,000 square-foot, 11-story; multi-tenant structure with IRS occupying 4 of the 11 floors (floors 4 through 7). Access to the building is through 2 ground level entrances into the main lobby controlled via prox card readers and through the ground level loading dock entrance controlled via key lock. Access to the IRS space is via prox card readers in the 6 elevators. The only fence surrounds the ground level to the 9-level parking structure with IRS occupying levels 4 through 9. The facility is monitored onsite with 5 exterior CCTV cameras. Population is approximately 1233 employees, (816 day shift/417 swing shift). Federal tax return processing and customer service is performed at this site. The building is designated as a Level III facility as defined by Department of Justice.

Blythe POD, 5104 Blythe Ave., Fresno, is a 51,600 square foot, 2 story , single tenant structure with 207 employees. Access to the building is through 4 ground level doors. There are 3 employee doors; two on the North end and one on the South end of the building, each controlled via prox card readers and via key lock. The main entrance to the lobby is controlled via magnetic lock which is electronically opened at 8:30 am each day and closed at 4:30 pm. Access from the lobby into IRS space is controlled via prox card readers. There are no CCTV cameras. This site has walk-in taxpayer service, conducts audits, and houses the Criminal Investigation offices.

Visalia POD, 625 N. Akers, Visalia, is a 5,882 square foot, single story structure with 22 employees. Access to the building is through 5 ground level doors. There are 3 employee entrances which are controlled via key lock and Card key. There are two lobby doors controlled by key locks only. There are no CCTV cameras. This site has walk-in taxpayer service, and conducts audits. Site is monitored for intrusion only.



## 2.0 DEFINITIONS

CBA	Collective Bargaining Agreement
CCTV	Closed Circuit Television
Contractor	The term “contractor” denotes, but is not limited to, inclusion of the following: the contractor, the contractor’s officers and authorized negotiators, responsible employees of the contractor, agents of the contractor, subcontractor(s) at any tier of the contractor, power of attorney for the contractor, and, if a business entity, includes, but is not limited to, a corporation, partnership, sole proprietorship, or association.
CO	Contracting Officer
COTR	Contracting Officer’s Technical Representative
DOL	Department of Labor
FAR	Federal Acquisition Regulation
FIRSC	Fresno Internal Revenue Service Campus
FY	Fiscal Year (from October 1 to September 30)
GSA	General Services Administration
Government	Federal Government
ID	Identification
IRS	Internal Revenue Service
IRSAP	Internal Revenue Service Acquisition Procedures
PBS	Public Buildings Service (a division of GSA)
SCA	Service Contract Act
SF	Standard Form

## 3.0 CONTRACTOR REQUIREMENTS

- 3.1 The Contractor shall provide, operate, manage, and maintain a uniformed protective security force, 24-hours per day, 7-days per week, year-round, for the physical protection of the FIRSC. The Contractor shall provide the required number of security officers and supervisors to properly perform the specific duties outlined in the Post Orders, Exhibit 28, for each post. No post shall ever be left unattended without prior approval from the onsite COTR.

- 3.2 The Contractor shall monitor all security systems, which include interior and exterior intrusion detection, entry access control systems, fire alarm, and CCTV surveillance systems. The Campus requires a minimum of two officers to be stationed in the Security Console to monitor the security systems 24-hours per day, 7-days per week, year-round. The IRS will conduct tests, complete inspections, provide preventive maintenance and repairs to the Government-owned/leased security systems, and keep all Government-owned/leased security systems in optimum operating condition.
- 3.3 The Contractor shall provide routine and emergency protection and security support services in accordance with the contract, Post Orders, Officer's Duty Book, Occupant Emergency Plan, and national standards. In the event of conflict(s), the contract takes precedence over the other documents. The Contractor shall also provide security officers to ensure that critical (agency) resources are protected. The Contractor shall remain abreast of current issues, trends, laws, regulations, and technologies.
- 3.4 The Contractor shall ensure all duties are performed in accordance with the Guard Assignments/Post Orders and Special Orders. Post orders must be maintained at each guard station/post and are meant to define and provide details for the basic work performed at each post, including the exact hours of duty.
- 3.5 The Contractor shall provide training to security force management, supervisors, and officers to appropriate levels of security industry standards, as well as, training and certification standards specified in this contract. (Exhibit 4)
- 3.6 A report of completion of all required training, including IRS training and testing, shall be submitted by the contractor for each employee. The training should be completed prior to an employee beginning work as a guard under this contract. False statements on any report regarding the completion of training is punishable by fine or imprisonment under U.S. Code, Title 18 Section 1001.
- 3.7 The Contractor shall alert the COTR of any identified security weaknesses and vulnerabilities.
- 3.8 The Contractor shall provide qualified, trained, replacement security personnel for emergency purposes (i.e. sickness) to start within 1-hour of the regular tour of duty.
- 3.9 The Contractor shall ensure all officers are in proper uniform (including insignia, accessories, and equipment) throughout their tour of duty. Jewelry, other than described in this contract, shall not be worn. Supervisors and officers who are not in proper uniform may be replaced at the discretion of the COTR, who shall notify the Contractor's onsite manager.
- 3.10 The Contractor shall ensure all officers and supervisors performing onsite duties are licensed, certified, and in compliance with all current State of California Department of Consumer Affairs firearms suitability, licensing, and permit requirements.
- 3.11 The Contractor shall ensure firearms remain on the premises and are stored in a safe or vault that complies with the Government's standards for storage of weapons.
- 3.12 The Contractor shall establish procedures to ensure all operations are performed in a safe manner.
- 3.13 The Contractor shall establish and maintain a Quality Control/Assurance Plan that ensures the requirements of the contract are being met based on standard commercial practices and is acceptable to the Government. (See attached QASP and PRS, Exhibit 9)
- 3.14 The Contractor shall ensure that all officers working under this contract have successfully passed all screening processes required in this contract.
- 3.15 The Contractor shall ensure all officers are trained in all required Cardio Pulmonary Resuscitation (CPR) and first aid in accordance with the requirements of the American Red Cross and/or the American Heart Association.
- 3.16 The Contractor shall ensure all officers are in good physical condition (able to withstand sudden physical exertion in the apprehension of suspects and violators) and health and are able to protect themselves and others.
- 3.17 The Contractor shall be responsible and accountable for all Government furnished property in accordance with the requirements of the contract.
- 3.18 In the event the follow-on contract to this contract is awarded to another company, the Contractor shall provide all reasonable support to the Government and the follow-on Contractor to ensure an orderly transition and minimize any impact to the Government.

- 3.19 The Contractor shall comply with the following regulations and policies:
  - 3.19.1 Rules and Regulations Governing Conduct on Federal Property: Title 41 CFR part 102-74, subpart C (2003) at <http://www.gpoaccess.gov/cfr/index.html>.
  - 3.19.2 United States Code, Title 18, Section 930, Possession of Firearms and Dangerous Weapons in Federal Facilities <http://www4.law.cornell.edu/uscode/18/930.html>.
- 3.20 The Contractor shall ensure that all Contractor employees maintain a neat appearance in accordance with GSA/FPS Policy Handbook, Grooming, Uniforms, and Awards.
  - 3.20.1 EYEGLASSES – Only prescription eyeglasses may be worn with the uniform. Sunglasses or dark-tinted glasses shall not be worn inside the buildings, except upon the written recommendation of a physician.
  - 3.20.2 FACIAL HAIR – Beards are not permissible. The face shall be kept clean of facial hair except for a mustache, if desired. Refer to the GSA/FPS Policy Handbook, Grooming, Uniforms, and Awards for further information with regard to mustaches.

#### 4.0 CONTRACTOR DELIVERABLES

- 4.1 The Contractor shall, prior to the contract performance date, submit a copy of the Key Personnel Resume for contract security supervisory personnel and all back-up supervisory personnel to be performing duties under the contract. Exhibit 7
- 4.2 The Contractor shall provide the uniform type as prescribed and in effect for GSA Federal Protective Officers, as shown in applicable GSA/Federal Protective Service (FPS) Policy Handbook, Grooming, Uniforms, and Awards. A copy of the GSA/FPS Policy Handbook can be obtained from the Internal Revenue Service, Attention Procurement Contracting Officer, San Francisco, CA.
  - 4.2.1 The color of the Contractor's guard force uniforms shall be a color in general use by large guard or police organizations. All employees performing under this contract shall wear the same color and style of uniform. Exception: contractor is not regulated to wearing same length of sleeve on uniform.
  - 4.2.2 The Contractor shall, prior to the contract performance date, notify the COTR that the uniforms and equipment items specified in the GSA/FPS Policy Handbook has been issued to each employee.
    - 4.2.2.1 Uniforms and equipment must be purchased new when provided to each Security Officer and must meet the standards outlined in the GSA/FPS Policy Handbook.
    - 4.2.2.2 The COTR is responsible for inspecting the uniforms furnished under this contract to ensure compliance with the standards contained in the GSA/FPS Policy Handbook. Any disputes regarding application of the standards shall be referred to the CO.
  - 4.2.3 The uniforms shall be maintained in a neat, clean, and pressed appearance while guards are on duty. Contractor employees shall be in a complete uniform at all times while on duty. Employees who are not in the prescribed uniform may be replaced. Contractor employees who are out of uniform more than twice may be subject to permanent removal from the Contract. If a Contractor employee is removed from duty for failure to be in uniform, deductions may be taken in accordance with Exhibit 9.
  - 4.2.4 Supplementary Equipment: Each armed security guard on duty shall also be equipped with supplementary equipment including, but not limited to the following: notebook, pen, pencil, flashlight (4 "D" cell metal), flashlight holder (snap-a-way-D cell), replacement flashlight batteries and bulbs, traffic control safety apparel (reflective vests, etc.), and inclement weather clothing (raincoats, cap covers, overcoats, overshoes, gloves).

- 4.2.5 The contractor shall ensure that in the performance of this contract, the armed security guards are properly notified that they shall not be permitted to provide themselves with any unauthorized supplemental or personal equipment such as chemical agent devices, concealed firearms, knives, "come-alongs", and any other such unauthorized items.
- 4.3 The Contractor shall provide newly purchased firearms and maintain sufficient licensed firearms and ammunition to equip each guard and supervisor with a licensed weapon while on duty. Personal firearms shall not be used. A licensed gunsmith, in writing, must certify all firearms safe and accurate.
  - 4.3.1 Firearms shall be 9mm, standard police service-type semi-automatic, capable of firing 147-grain hollow-point ammunition or hollow-point ammunition recommended by the manufacturer. Ammunition will be factory load only – no reloads. Ammunition will be replaced every year.
  - 4.3.2 The Contractor shall provide sufficient ammunition for each armed guard, including uniformed contract supervisor(s), to be issued three filled 10-round clips.
  - 4.3.3 The Contractor shall account for all firearms and ammunition daily on FSC Form 0077, Security Inventory Form. If any weapons or ammunition are missing from the inventory, the COTR shall be notified immediately. Exhibit 22
  - 4.3.4 All firearms shall be licensed by the State of California. The firearms shall be cleaned and oiled as appropriate to ensure optimum operating conditions. Firearms will be inspected and documented by the Contract Manager on the Firearms and Equipment Control Register, GSA Form 1051, in the "remarks" column. Exhibit 15
  - 4.3.5 Loading, unloading, and cleaning of the firearms shall only take place in designated areas.
  - 4.3.6 Weapons shall be kept clean at all times.
  - 4.3.7 Firearms shall be carried with the safety on.
  - 4.3.8 The Contractor shall maintain appropriate and ample supplies of firearms' upkeep and maintenance equipment (cleaning solvents, lubricating oil, rods, brushes, patches, and other normal maintenance tools) onsite.
- 4.4 The Contractor shall provide safes/vaults for storage of firearms and ammunition, for each location where firearms are issued or exchanged, which meet agency requirements and are approved for the storage of firearms and ammunition. The COTR is responsible for approving the proposed safes/vaults prior to usage. Contract supervisors and guards shall make accurate receipt and return entries on a Firearms and Equipment Control Register, GSA Form 1051, provided by the COTR. Except when issuing or returning ammunition or firearms, each safe/vault shall remain locked at all times. The contractor shall be responsible for having the combination of each safe/vault changed at least once every 6 months, or more often if circumstances warrant. Exhibit 15
- 4.5 The Contractor shall submit Certificates of Firearms Training to the COTR, certifying that each contract employee was fully trained in the handling and use of firearms and ammunition prior to scheduling an employee for work under this contract. Failure to maintain current qualifications will result in removal from duty.
- 4.6 The contractor shall provide a complete listing of licensed firearms by serial numbers and by each safe location to the COTR prior to beginning performance under this contract. These lists shall be kept current through the terms of the contract and posted within each firearms safe. Once approved, the firearms may not be removed from premises unless authorized in writing by the COTR.
- 4.7 The Contractor shall obtain and maintain on file a State of California Department of Consumer Affairs Guard Permit and Weapons Permit for each officer. A copy of this permit shall be provided to the COTR at least 3 working days prior to the anticipated assignment date of any individual. The Contractor shall ensure that his/her employees have all permits/licenses in their possession at all times while on Government premises.
- 4.8 The Contractor shall provide to the COTR, a minimum of 5 days before the starting date of the contract, one completed Form FD-258 "Fingerprint Chart," one Form SF-86 (EG) "Questionnaire

for National Security Positions,” one Form I-9 “Employment Eligibility Verification,” and one Form 13340 “Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act” for all contractor and subcontractor personnel proposed to work on the premises under this contract. Hard copies will be sent to NBIC with original signatures, however, applications must be prepared on disk for electronic submittal to NBIC.

- 4.8.1 Every employee must be cleared for suitability every five years. For employees cleared through this process while employed by a Contractor who is subsequently replaced by another Contractor, the new Contractor is not required to submit another set of these forms until the five year clearance is due, unless specifically requested to do so by the COTR.
- 4.9 The Contractor shall provide all official bonds required and pay all fees or costs involved or related to the authorization for arming of all employees engaged in providing onsite services specified under this contract.
- 4.10 The Contractor shall submit the Government-provided Quality Inspection Report on Exhibit 8 to the COTR weekly to certify that the contract requirements were performed.
- 4.11 The Contractor shall submit a complete employee training plan (outline) to the COTR within 10-days after receipt of the award notice.
- 4.12 The Contractor shall submit a copy of their drug test plan for approval by the COTR.
- 4.13 The Contractor shall submit to the COTR all required Cardio Pulmonary Resuscitation (CPR) and first-aid certifications for each officer. The Contractor shall ensure that all certificates are in accordance with the requirements of the American Red Cross and/or the American Heart Association. The Contractor shall ensure that his/her employees have all permits/licenses in their possession at all times while on Government premises.
- 4.14 The Contractor shall prepare required reports on accidents, fire, bomb threats, unlawful acts, etc. and provide these reports to those officials specified by this contract, by post orders, or by the COTR within 24-hours of occurrence. Exhibit 19
- 4.15 The contractor shall be responsible for parking fees and/or arrangements for security officers at certain downtown posts where parking is not available.
- 4.16 The Contractor shall submit to the COTR, prior to entry on duty, a GSA Form 93, Report of Medical History, or equivalent for all officers performing services under this contract. Exhibit 21
- 4.17 The Contractor shall provide patrol vehicles and equipment as described in Exhibit 26. The COTR is responsible for ensuring the vehicle(s) furnished under this contract comply with the requirements outlined herein. In the event of a dispute regarding whether vehicle(s) meet the requirements, the CO shall make the final decision. Additional patrol equipment, not required by this contract, shall not be used unless prior approval is granted by the COTR. (Refer to Exhibit 9 regarding deductions for vehicle downtime.)
  - 4.17.1 Each vehicle shall be equipped with an amber, rotating emergency roof-light and distinctive markings of the company. The vehicle(s) shall be equipped with a first-aid kit and a properly mounted dry chemical fire extinguisher.
  - 4.17.2 All patrol vehicle insurance policies shall, at a minimum, meet the State of California Department of Motor Vehicles requirements.
- 4.18 The Contractor shall provide sufficient numbers of portable radios, standard carrying cases, batteries, and battery chargers to equip each guard and supervisor while on duty. Radios must be new at contract start. Radios shall be tuned to 414.9000 MHz UHF Frequency. The Contractor is responsible for all maintenance and repair of portable radio equipment.
  - 4.18.1 Radios shall be equipped for a minimum of three (3) frequency channels.
  - 4.18.2 Radios shall be equipped with clip-on microphones for easy and safe two-way communication.
- 4.19 The Contractor shall provide sufficient numbers of portable belt mounted Duress Alarms for each guard or use existing technology to add Duress Alarms onto the radios that will be carried by the guards.
- 4.20 The Contractor is prohibited from making changes or substitutions in the following key personnel assignments unless the prior written approval of the IRS Contracting Officer is obtained. Failure to comply with this requirement will result in nonpayment for any unauthorized key personnel changes.

- 4.20.1 The contractor shall designate and provide the name, telephone number and address of the contract manager and on-site shift supervisors, in writing, simultaneously to the IRS Contracting Officer and IRS COTR within 7 work days after award of the contract.  
Exhibit 7
- 4.21 Supervisory and productive guards work schedules shall be prepared by the contract manager to be reviewed and approved by the IRS COTR, and posted in work areas at five week intervals.  
Work  
schedules shall be prepared on GSA Form 1874, Hours of Duty Schedule, or an equivalent substitute approved by the COTR. Changes to work schedules shall be posted in work areas in sufficient time prior to schedule change to assure that employees affected by the change in duty hours are properly notified. Exhibit 16
- 4.21.1 The duties of some posts require that a guard not leave the post until properly relieved. Where this is required, it will be specifically stated on the GSA Form 2580, Guard Post Assignment Record. Post hours are identified in contract.
- 4.22 The contractor will be reimbursed for the time their guards are required to spend in court as party or witness to incidents occurring in the performance of duty under this contract.
- 4.23 If required by the IRS, have at least one employee on each shift appointed as a Constable, Special Police, Conservator of the Peace with sufficient authority to detain or make arrests for violations of law occurring at the locations specified in the contract (applies only when such appointments are obtainable and or required by local or state law). If such appointments are not obtainable or required, the contractor shall provide the COTR, in writing, with the exact extent to which their guards, under the contractor's State license, can exercise citizen arrest authority and booking procedure for misdemeanors and felonies so that the COTR can insert this information in the appropriate section of the Officer's Duty Book as required. The contractor shall specifically indicate whether or not their guards can physically arrest a person who has committed a misdemeanor in their presence or that they are only authorized to use the psychological and persuasion approach to detain the violator. The contractor shall assume full liability for any act of their employees in the exercise of any such police authority.

## 5.0 GOVERNMENT FURNISHED MATERIALS, EQUIPMENT, AND SERVICES

All property and items furnished by the IRS under this contract shall remain the property of the IRS. Upon termination of the contract, the Contractor shall render an accounting of all such property and items that have come into their possession under this contract. All equipment issued by the Government/IRS to the Contractor will be issued on GSA Form 1025, Receipt of Property or equivalent form. Exhibit 13-1. Any property furnished by the IRS to the Contractor which is lost or damaged, resulting from improper use or negligence by the Contractor's employees, shall be repaired or replaced by the Government/IRS and the cost of such repairs or replacement shall be deducted from the Contractor's invoices. The Contractor shall take all reasonable precautions, including those provided by the IRS and in accordance with sound industrial practices, to safeguard and protect Government/IRS property, items, and facilities. Any malfunctions of any IRS equipment used by the Contractor shall be reported to the COTR. The Contractor shall not undertake the repair of any Government/IRS furnished property. If the Contractor undertakes any repairs of Government/IRS furnished property, the Contractor shall be liable for all damages and all repair costs.

- 5.1 Electrical and mechanical equipment, operating procedures, maintenance manuals, and training guides for the fire alarm system, intrusion/surveillance systems, and closed circuit television system.
- 5.2 Building keys, proximity cards, parking decals, and identification badges as appropriate to complete the work required by the Contract.

- 5.3 Complete Officer's Duty Books. The Contractor will subsequently be responsible for posting changes/updates to the Officer's Duty Books. Books shall contain only those items of duty instructions pertinent to that specific post. Books shall not be removed from the FSC, reproduced or copied unless authorized, in writing, by the COTR.
- 5.4 IRS will provide in writing all details, procedures, and instructions necessary for proper performance at each post (Post Orders). All post orders will be signed and dated by the COTR. If the contractor fails to work the required hours or fail to perform the required duties, deductions will be taken. Continued failure may result in contract termination (Exhibit 9). A summary of each guard post is shown in Exhibit 28. The Contractor will subsequently be responsible for posting authorized changes/updates to the Post Orders.
- 5.5 The COTR may make technical/administrative revisions to Post Orders to provide clarity and avoid misunderstanding. The Contracting Officer, through a written modification to the contract, shall make formal changes, if deemed necessary, which permanently change the terms of the contract.
- 5.6 IRS will provide appropriate telephones as deemed necessary by the IRS for the conduct of official IRS business under this contract.
- 5.7 Complete Occupant Emergency Plan (OEP). The Contractor will subsequently be responsible for posting changes/updates to the OEP.
- 5.8 All reports and forms required, prescribed, or approved under the contract.
- 5.9 The Government will provide training/orientation on the Government supplied systems.
- 5.10 Building utilities, facilities, and services will be available to the Contractor in accordance with established IRS operational procedures. This includes the use of concession facilities, when open; restrooms; and medical facilities, when available, for emergency purposes.
- 5.11 Guard Office and office equipment, as available and as deemed necessary by the IRS, to include magnetometers, x-ray machines, and closed circuit television monitoring equipment.
- 5.12 Classrooms, scheduled in advance, for Contractor onsite training.
- 5.13 One copy of the "Contract Guard Information Manual" covering the IRS training subjects specified in Exhibit 3 & 4. This textbook will be provided to the Contractor shortly after the award of the contract. The IRS training should be coordinated with the COTR.
- 5.14 One copy of the applicable chapters of the GSA, PBS handbooks or other similar publications.

The Contractor shall utilize Government/IRS property, items (including telephones), and facilities for official IRS business only in the performance of this contract. The Contractor will not use Government/IRS property, items, and facilities in any manner for personal advantage, business gain, or other personal endeavor.

After Contract award, but prior to performance, the Contractor shall coordinate a facility orientation through the IRS COTR for the purpose of familiarizing the Project Manager and other designated Contractor personnel with required operations.

## 6.0 PERSONNEL SPECIFICATIONS/REQUIREMENTS

To be eligible to perform under this contract, each contract employee must meet the following education, experience, medical, physical fitness, and security requirements. In the event of a dispute between Contractor and IRS over prospective employees' qualifications, the COTR will make the determination. Should the Government increase the number of guard posts, requiring an increase in the number of positions, such employees assigned shall also meet or exceed the specified qualifications.

### 6.1 EDUCATION/EXPERIENCE

- 6.1.1 Possess a high-school diploma or equivalency and have two years of experience demonstrating the following:
  - 6.1.1.1 The ability to fluently speak, comprehend, write, and read English.
  - 6.1.1.2 The ability to meet and deal with the general public.

- 6.1.1.3 The ability to read, understand, and apply printed rules, detailed orders, instructions, and training materials.
- 6.1.1.4 The ability to maintain poise and self-control under stress.
- 6.1.1.5 The ability to construct and write clear, concise, accurate, and detailed reports.
- 6.1.1.6 Proficiency in the use and safe handling of a 9mm, semi-automatic service-type firearm prior to entry on duty.
- 6.1.1.7 In lieu of the above (with the exception of 6.1.1.6), each employee shall have two years of relevant education above the high-school level, or any combination of relevant education above the high school level and relevant experience totaling two years. Any type of military service, as evidenced on DD Form 214, may be credited toward meeting certain requirements, but military service itself is not required.

## 6.2 MEDICAL AND PHYSICAL FITNESS REQUIREMENTS

### 6.2.1 GENERAL

- 6.2.1.1 The Contractor shall ensure that all Contract employees assigned to work under this Contract are well proportioned in height and weight and are physically able to perform all duties required by the Contract. All Contract employees must be in good general health without physical defects and/or psychological abnormalities that would interfere with the performance of Contract duties.
- 6.2.1.2 All prospective Contract employees must undergo a pre-employment medical/physical examination. A licensed physician shall administer examinations. All guards (productive and supervisory) must meet the health certification requirements listed. No guard shall be permitted to work under the Contract until this certification has been submitted to and approved by the COTR. Failure by a guard to meet any of the required medical qualifications may result in the guard being disqualified from performing under the Contract. Where there is a disqualifying factor noted, the examining physician must provide a written, signed opinion as to why the existence of the factor will not interfere with the performance of the guard under the Contract. In such cases, notwithstanding the physician's signed opinion, the CO or COTR shall make the final determination regarding the Contract employee's suitability to work under the Contract. Documentation by a physician of a disqualifying factor, without a written medical opinion as to the Contract employee's suitability to perform under the Contract, shall automatically result in the guard's disqualification.
- 6.2.1.3 Medical examinations are valid for a period of three (3) years from the date of issuance. Upon expiration, a new medical examination must be provided under the same guidelines stipulated in this section. Exhibit 21
- 6.2.1.4 The Contractor is responsible for all costs associated with obtaining the medical evaluation and drug screening for each Contract employee, with the exception of Government Requested Drug Screening as described below. All costs must be factored into the offering price.

### 6.2.2 MEDICAL STANDARDS – ALL Contract employees must meet the following medical standards:

- 6.2.2.1 VISION – Applicant must have binocular vision and must not test less than 20/20 (Snellen). Corrected vision must not test less than 20/20 in one eye and 20/40 in the other eye. An applicant who has undergone corrective eye surgery procedure to correct his/her vision to an acceptable level will be considered medically qualified for this position. Applicant must be able to distinguish basic peripheral vision and must not be colorblind.



- 6.2.2.2 HEARING – Applicant must be able to hear ordinary conversation at 20 feet and the whispered voice at 10 feet with or without the benefit of artificial hearing devices. Using an audiometer for measurement, there should be no loss of 30 or more decibels in each ear at 500, 1000, and 2000 CPA levels. SPEECH – Applicant must be able to speak English clearly and distinctly. Diseases or conditions resulting in indistinct speech patterns are disqualifying.
- 6.2.2.3 EXTREMITIES AND SPINE – Applicant must have no deformities or diseases of the extremities or the spine that interfere with the full performance of duties. Deformities or diseases that interfere with the full performance of duties are disqualifying.
- 6.2.2.4 RESPIRATORY SYSTEM – Applicant must have a healthy respiratory system. Any chronic diseases or conditions affecting the respiratory system must be documented by a physician and controlled by medication in order to be medically qualified.
- 6.2.2.5 CARDIOVASCULAR SYSTEM – The following conditions are disqualifying:
  - 6.2.2.5.1 Organic heart disease (compensated or not)
  - 6.2.2.5.2 Hypertension with repeated readings of 160 or over systolic and/or 100 or over diastolic
  - 6.2.2.5.3 Symptomatic peripheral vascular disease and severe varicose veins
- 6.2.2.6 HERNIAS – Any inguinal or femoral hernias, with or without the use of a truss, are disqualifying if they interfere with the full performance of duties.
- 6.2.2.7 DIABETES – Diabetes, the condition of which is controlled by diet, insulin, or other prescription drugs, must be supplemented by a medical doctor's statement of fitness for work as part of the medical examination.

### 6.2.3 PHYSICAL DEMANDS

- 6.2.3.1 Contract employees are expected to be physically able to perform the following functions in the performance of their assigned duties:
  - 6.2.3.1.1 Frequent and prolonged walking, standing, sitting, and stooping,
  - 6.2.3.1.2 Occasional running or sprinting, and
  - 6.2.3.1.3 Subduing violent or potentially violent individuals
- 6.2.3.2 Physical stamina in all of its forms (endurance, temperature, climate, etc.) is a basic requirement of this position. Individuals deemed incapable of meeting the physical requirements of their assigned position will be removed from the Contract upon the CO's request.
- 6.2.3.3 The Contractor shall be responsible for encouraging and promoting employees assigned to this Contract to maintain an ongoing and regular program of physical fitness at no cost to the Government.

### 6.2.4 PRE-EMPLOYMENT DRUG SCREENING

- 6.2.4.1 As part of the medical examination, all Contract employees must submit to an initial urine drug screening that tests for the following five (5) substances:

Marijuana metabolites  
 Cocaine metabolites  
 Opiate metabolites  
 Phencyclidine  
 Amphetamines

- 6.2.4.2 Drug screening methodology shall conform to the U.S. Department of Health and Human Services Substance Abuse and Mental Health Services Administration (SAMHSA) "Mandatory Guidelines for Federal Workplace Drug Testing Programs." These guidelines can be accessed via the Internet at <http://wmcare.samhsa.gov/>. The Contractor is urged to utilize one of the laboratories listed on SAMHSA's "Current List of Laboratories Which Meet Minimum Standards to Engage in Urine Drug Testing for Federal Agencies," which is also accessible via the Internet at the above address. The listing is updated on a monthly basis. If the Contractor chooses to use a laboratory not shown on SAMHSA's current list, the Contractor is strongly advised to verify whether the laboratory's methodology conforms to SAMHSA's guidelines prior to utilizing that laboratory to perform drug screenings.
- 6.2.4.3 Other drug testing methods (hair, sweat patch, etc.) are commercially available but are not acceptable for the purposes of this Contract due to widely varying standards of testing and laboratory results. However, if SAMHSA does issue guidelines on alternative drug screening methods, the Contract will be modified to permit the use of those methods.
- 6.2.4.4 The presence of a positive reading for any of the above substances, over the designated cutoff level for that substance, shall automatically disqualify an applicant from working under this contract. Since most drugs are metabolized within a short period of time (from several hours to several days), the Contractor shall not permit any applicant to take multiple tests in order to receive an acceptable reading.

#### 6.2.5 GOVERNMENT REQUESTED DRUG SCREENING

- 6.2.5.1 The CO or COTR shall have the express right to request random urine drug screenings at any time during Contract performance. Random screenings shall be initiated by the COTR drawing a name from a container that has the names of all guards on duty at the time of the drawing. A representative of the Contractor shall be in attendance at the drawing. Tests will be conducted at an appropriate facility of the Government's choosing. Each random screening shall follow the guidelines described in PRE-EMPLOYMENT DRUG SCREENING above. Minimum of 6 officers quarterly.
- 6.2.5.2 The CO or COTR shall have the express right to request targeted urine drug screenings where there is a reasonable belief by the Government that the Contract employee(s) may be under the influence of or using illegal substances. Targeted screenings shall be conducted in a similar fashion to random screenings, with the exception that the COTR will advise the Contractor in writing that he/she requests a drug screening of a specific guard. Once the written request is received, the Contractor shall make arrangements for the test to be conducted as soon as possible, not to exceed three (3) working days. The Contractor shall pay the Contract employee the normal hourly rate/salary for all time off associated to the employee for taking the screening. Each screening shall follow the guidelines described in PRE-EMPLOYMENT DRUG SCREENING above.
- 6.2.5.3 Contract employees who undergo either random or targeted drug screenings may continue working under the Contract until the results have been provided to the Contractor. In the event that the results are positive, the Contractor shall **immediately** remove the Contract employee(s) from the Contract and

**immediately** inform the COTR and CO of the result(s) and action(s) taken. Additionally, the Contractor shall bear all the expenses relating to the test(s) for their employee(s).

- 6.2.5.4 Any Contract employee who undergoes either a random or targeted urine drug screening and tests positive for any of the substances shown above shall be permanently disqualified from working under this contract. Since most drugs are metabolized within a short period of time, the affected Contract employee shall not be authorized to take additional tests to achieve an acceptable reading.

### 6.3 SECURITY REQUIREMENTS

- 6.3.1 If the CO or COTR receives an unsuitable report on any employee after processing Form FD-258 Fingerprint Card, SF-86 (EG) Questionnaire For National Security Positions, I-9 U.S. Government Immigration and Naturalization Service, and Form 13340 Disclosure and Authorization Pertaining to Consumer Reports, or if the COTR finds a prospective employee to be unsuitable or unfit for his/her assigned duties, the Contractor shall be advised immediately, orally and in writing, of this determination and that such employee cannot continue to work or be assigned to work under the Contract. Employees cleared through this process while employed by a Contractor who is subsequently replaced by another Contractor are not required to submit another set of these forms if the employee has been cleared within the past five (5) years, unless specifically requested to do so by the COTR.
- 6.3.2 The Government shall have and exercise full and complete control over granting, denying, withholding, or terminating clearances for Contractor employees. The Government may, as it deems appropriate, authorize and grant temporary clearance to employees of the Contractor. However, the granting of a temporary clearance to any such employee shall not be considered as assurance of full clearance that shall follow as a result or condition thereof. The granting of either temporary or full clearance shall in no way prevent, preclude, or bar the withdrawal or termination of any such clearance by the Government. All Contract employees shall either be U.S. citizens or have lawful permanent resident status.
- 6.3.3 The Contractor shall maintain an adequate staff of employees meeting all of the requirements of this Contract. The Contractor shall assure that all employees are professional, reliable, and meet the training and experience requirements of the Contract. A non-favorable suitability investigation shall not, in any manner, relieve the Contractor of this responsibility.

### 6.4 AGE REQUIREMENT

- 6.4.1 All Contractor employees shall be a minimum of twenty-one (21) years of age. Age requirements are waived for veterans of military service.

### 6.5 POSITION DESCRIPTIONS/REQUIREMENTS

- 6.5.1 **PROJECT MANAGER** – The Contractor shall furnish a Project Manager that meets the qualifications set forth herein:
- 6.5.1.1 The term “Project Manager” means a person designated in writing by the Contractor who has complete authority to act for the Contractor on day-to-day operations during the term of the Contract. The Project Manager shall have the authority to accept notices, inspection reports, and all other correspondence on behalf of the Contractor. The Project Manager shall be the single point of contract through which all Contractor/Government operational communications

are exchanged and technical direction shall flow except in an emergency. During an emergency, the contact person shall be the supervisor on duty. The Project Manager shall receive and execute, on behalf of the Contractor, such technical direction as the COTR may issue within the terms and conditions of the Contract. The Project Manager shall act for the Contractor under circumstances requiring immediate attention. The Project Manager shall meet all requirements for supervisors, including training.

- 6.5.1.2 The Contractor shall ensure that the COTR can contact the Project Manager at all times during his/her scheduled work hours.
- 6.5.1.3 The Project Manager shall not perform duties as a supervisor or guard on this Contract.
- 6.5.1.4 The Contractor shall ensure that an alternate Project Manager is available to respond to inquiries of the COTR when the Project Manager is absent because of illness, vacation, or any other reason. The alternate Project Manager shall meet all the specified Contract requirements for the Project Manager category as stated above.
- 6.5.1.5 Complaints will be handled effectively and timely in a manner that provides proper disposition and satisfaction for the customer.
- 6.5.1.6 Performs administration duties (i.e. guard schedules, timekeeping, payroll, etc.) Exhibits 17, 23, 24, 25

#### 6.5.2 SUPERVISORS

- 6.5.2.1 The term "Supervisor" means a person designated in writing by the Contractor and approved by the COTR and CO who has the authority to supervise the Contractor employees who work on-site. Contract supervision is critical; therefore, a Supervisor must have the capability to act and make decisions independently, must be individuals of integrity who display a mature attitude and exercise good judgment. A Key Personnel Resume (Exhibit 7) shall be completed for each replacement key personnel within seven (7) workdays after award of the contract and a copy shall be provided to the COTR. The Supervisor's duties include, but are not limited to:
  - 6.5.2.1.1 Verifying guard sign-in/out procedures
  - 6.5.2.1.2 Briefing incoming officers on current activities
  - 6.5.2.1.3 Guard post checks
  - 6.5.2.1.4 Responding to emergency situations

#### 6.6 STANDARDS OF CONDUCT

In performance of their duties, all guards, Supervisors, and Project Manager shall adhere to standards of conduct and performance as set forth in 41 CFR 102-74, subpart C (made part of this Contract by reference).

### 7.0 SPECIFICATIONS, QUALIFICATIONS

- 7.1 Immediately after notice of contract award and prior to the start work performance date under the contract award, the IRS Contracting Officer shall notify the IRS COTR to arrange for the contractor's start-up review and an on-site in-depth review of the total scope of the awarded contract, which includes, but is not limited to the following areas:
  - 7.1.1 The various types of work performed by IRS at the specified Fresno Service Center locations.
  - 7.1.2 Each Guard Post Assignment Record, GSA Form 2580

Policy and specific procedures for responding to emergency alarms bomb threats: or suspect incendiary devices, in each facility being protected.

- 7.1.3 Floor plans and area maps of each facility which depict emergency evacuation routes, the location and type of each fire alarm, location of utility cutoff valves or switches, utility system controls, and special instructions pertaining to security controls.
- 7.1.4 The Occupant Emergency Plan, including a detailed review of the exact responsibility of each guard post.
- 7.1.5 Requirements for contract guard eligibility such as fingerprint charts, medical certificates, personal history statements, successful completion of required testing, and training requirements to include weapon qualifications prior to commencement of work performance under the awarded contract.
- 7.1.6 Keys and authorized access to Government premises.

## 7.2 LEVELS, TYPES OF EFFORT

- 7.2.1 The hours furnished in Section 8.0 (below) represent the minimum productive hours which have been determined by the Government/IRS as essential to perform the armed guard services required by this contract. As used herein, the term “productive hours” shall include only the actual work time of employees performing services as specified on the individual Guard Post Assignment Record, GSA Form 2580. The specific duties and hours of each post by shifts are described in Form 2580, Exhibit 28. To ensure continuity of services, it is the intent of the IRS to have individual posts described herein, staffed by the same guard on a normal weekly basis not to exceed a total of 12 hours a day. The duties and coverage by times of days of posts are subject to change upon appropriate written notice furnished to the contractor by the IRS Contracting Officer.
- 7.2.2 Adjustments and Changes to Levels of Effort, Posts and Coverage - The quantities of hours indicated in Section 8.0 are subject to adjustment and change by the Government. Furthermore, individual posts, as well as the number of hours required at each individual post, may also be adjusted and changed. Any adjustment and change affecting contract prices shall be conveyed to the IRS Contracting Officer.
- 7.2.3 Limitation of Individual Employee Hours – No individual employee of the contractor shall provide more than 12 hours of service during any one 24 hour period unless the work periods are separated by an 8 hour non-duty period. This limitation may be temporarily adjusted by the COTR verbally in emergency situations which are beyond the control of the contractor, i.e., weather conditions that prevent the next shift from getting to the building, civil disturbances, bombings, etc. A written confirmation of waiver must be obtained for each occurrence from the IRS COTR.

## 7.3 ADDITIONAL SERVICES

a. Additional Services are ordered to satisfy the Government’s short-term nonrecurring needs for Security Guard Services. Should a continuing need for additional services arise, a supplemental agreement contract modification will be negotiated pursuant to the “Changes” clause in the contract.

b. Only the Contracting Officer and the COTR, or the COTR’s duly authorized representative, are authorized to order Additional Services, on a Time and Materials (T&M) basis. A “Not to Exceed” amount calculated as the estimated maximum number of hours multiplied by the Section B CLIN for Additional Services negotiated hourly rate, plus the cost of materials, if any, needed to accomplish the task, must be agreed upon prior

to performing the ordered services. T&M orders for additional services are to be placed in writing by the Contracting Officer or the COTR (or the COTR's duly authorized representative), on a signed Notice of Authorization of Additional Services. The COTR or the COTR's duly authorized representative is authorized to order services not in excess of \$2,500.00. In case of emergency, as defined by the Government, oral orders may be placed and confirmed in writing by the COTR.

c. The Notice of Authorization of Additional Services will describe the services required, and include the Not to Exceed amount and the Notice of Authorization number.

d. Invoice(s) for additional services ordered shall be submitted as described in Section G, Paragraph G.3.d.

e. The Government reserves the right to unilaterally modify the contract to increase or decrease the funded amount for Additional Services established in the contract.

#### 8.0 CONTRACT WORK HOURS

(See following pages)

**POST LOCATIONS AND COVERAGES  
FOR FRESNO IRS and LOCAL POD's**

<u>POST NO.</u>	<u>LOCATION/ DESCRIPTION</u>	<u>HOURS OF COVERAGE</u>	<u>HOURS PER DAY</u>	<u>DAYS PER WEEK</u>	<u>FY ANNUAL HOURS</u>
<b><u>(Butler Ave, CA 4664ZZ: 5045 E. Butler Ave., Fresno, 93727)</u></b>					
<u>1.</u>	<b><u>Reception Area (*)</u></b>	<u>0600 - 1630</u>	<u>10.5</u>	<u>M - F (5)</u>	<u>2,635.5</u>
<u>2.</u>	<b><u>Butler Avenue Gate (*)</u></b>	<u>0600 - 1730</u>	<u>11.5</u>	<u>M - F (5)</u>	<u>2,886.5</u>
<u>4a.</u>	<b><u>Northwest Gate (*)(**)</u></b>	<u>0000 - 2400</u>	<u>24.0</u>	<u>7 days</u>	<u>8,760.0</u>
<u>4b.</u>	<b><u>Northwest Gate (*)</u></b>	<u>0500 - 0800</u>	<u>3.0</u>	<u>M - F (5)</u>	<u>1,506.0</u>
		<u>1400 - 1700</u>	<u>3.0</u>	<u>M - F (5)</u>	
<u>6.</u>	<b><u>Northeast Gate</u></b>				
	(Jan – June 10)	<u>0545 - 0745</u>	<u>2.0</u>	<u>M - F (5)</u>	<u>224.0</u>
	(112 days)	<u>1430 - 1700</u>	<u>2.5</u>	<u>M - F (5)</u>	<u>280.0</u>
					<u>504.0</u>
<u>7.</u>	<b><u>Northwest Door (*)(**)</u></b>	<u>0000 - 2400</u>	<u>24.0</u>	<u>7 days</u>	<u>8,760.0</u>
		<u>0700 - 0730</u>	<u>.5</u>	<u>M - F (5)</u>	<u>125.5</u>
		<u>1530 - 1600</u>	<u>.5</u>	<u>M - F (5)</u>	<u>125.5</u>
					<u>9,011.0</u>
<u>8.</u>	<b><u>Exterior Rover (**)</u></b>	<u>0000 - 2400</u>	<u>24.00</u>	<u>7 days</u>	<u>8,760.0</u>
<u>9.</u>	<u>RESERVED</u>				
<u>10a.</u>	<b><u>Console (*) (**)</u></b>	<u>0000 - 2400</u>	<u>24.0</u>	<u>7 days</u>	<u>8,760.0</u>
<u>10b.</u>	<b><u>Console (*) (**)</u></b>	<u>0000 - 2400</u>	<u>24.0</u>	<u>7 days</u>	<u>8,760.0</u>
<u>11.</u>	<b><u>Interior Rover(**)</u></b>				
	(Oct – Dec) (July – Sep)	<u>0400 - 2400</u>	<u>20.0</u>	<u>5 days</u>	<u>2,500.0</u>
	(Jan – June)	<u>0000 – 2400</u>	<u>24.0</u>	<u>7 days</u>	<u>4,344.0</u>
					<u>6,844.0</u>
<u>12.</u>	<u>(RESERVED)</u>				
<u>24.</u>	<b><u>Canine Team</u></b>				
	<u>May 1 to January 30</u>	<u>Various</u>	<u>12.0</u>	<u>M – F</u>	
	<u>February 1 to April 30</u>	<u>Various</u>	<u>18.0</u>	<u>M – S</u>	
					<u>3,886.0*</u>

<u>POST NO.</u>	<u>LOCATION/ DESCRIPTION</u>	<u>HOURS OF COVERAGE</u>	<u>HOURS PER DAY</u>	<u>DAYS PER WEEK</u>	<u>FY ANNUAL HOURS</u>
<b><u>(Cherry Ave, CA 5771ZZ: 2628 S Cherry, Fresno, 93727)</u></b>					
<u>13.</u>	<u>Cherry</u>	<u>1000 – 1600</u>	<u>6.0</u>	<u>M - F (5)</u>	<u>1,560.0</u>
<u>14.</u>	Reserved				
<u>15.</u>	Exists as radio ID for relief guard, at discretion of Contractor.				
<u>16.</u>	Exists as radio <i>D</i> for relief guard, at discretion of Contractor.				
<b><u>(Tulare Satellite CA 6530ZZ: 1000 N. Mooney, Tulare 93274)</u></b>					
<u>17.</u>	<u>Tulare (DIS offsite) (approximate dates below)</u>				
	Jan. 15 – July 3	<u>0500 – 1300</u>	<u>8.0</u>	<u>M-F (5)</u>	<u>952.0</u>
		<u>1630 – 0300</u>	<u>10.5</u>	<u>M-F (5)</u>	<u>1,249.0</u>
	Overtime hours on	<u>0500 – 1300</u>	<u>8.0</u>	<u>Sat.</u>	
	Saturdays @ approx. 8 weeks	<u>2000 – 0400</u>	<u>8.0</u>	<u>Sat.</u>	<u>128.0</u>
					<u>2,329.0</u>
<u>16.</u>	Exists as radio ID for relief guard, at discretion of Contractor.				
<u>19.</u>	Reserved				
<u>20.</u>	Reserved				
<u>21.</u>	Exists as radio ID for relief guard, at discretion of Contractor.				
<b><u>(Kings Canyon Pavilion, CA 7333ZZ: 4867 E. Kings Canyon Blvd., Fresno)</u></b>					
<u>22.</u>	<u>Kings Canyon Pavilion</u>	<u>0800 – 1300</u>	<u>5.0</u>	<u>M-TH &amp; Sat. (5)</u>	<u>700.0</u>
	October 1 – April 13	<u>1700 – 2230</u>	<u>5.5</u>	<u>Various</u>	<u>516.0</u>
					<u>1,216.0</u>
<b><u>(Files Bldg. CA 7370ZZ: El Dorado, 1950 G. Street St., Fresno 93706)</u></b>					
<u>25.</u>	<u>Files Interior Rover (**)</u>	<u>0000 – 2400</u>	<u>24.0</u>	<u>7 days</u>	<u>8,760.0</u>
<b><u>(Accounts Management, CA 7462ZZ: 855 M St., Fresno, 93721)</u></b>					
<u>28.</u>	<u>A/M Interior Rover</u>	<u>0130 – 0130</u>	<u>24.0</u>	<u>5 days</u>	<u>6,024.0</u>
<b><u>(Compliance, CA 7456ZZ: 1325 Broadway Plaza, Fresno 93721)</u></b>					



<u>POST NO.</u>	<u>LOCATION/ DESCRIPTION</u>	<u>HOURS OF COVERAGE</u>	<u>HOURS PER DAY</u>	<u>DAYS PER WEEK</u>	<u>FY ANNUAL HOURS</u>
30.	<u>Compliance Interior Rover (**)</u>	<u>0000 – 2400</u>	<u>24.0</u>	<u>7 days</u>	<u>8,760.0</u>
31.	<u>Compliance Exterior Rover</u>	<u>0500 – 1300</u> <u>1400 – 2200</u>	<u>8.0</u> <u>8.0</u>	<u>M – F (5)</u> <u>M – F (5)</u>	<u>2,008.0</u> <u>2,008.0</u> <u>4,016.0</u>
<u>(VISILIA, CA 7325ZZ: 625 N. Akers, Visalia 93291)</u>					
32.	<u>Interior Guard</u>	<u>0800 – 1700</u>	<u>9.0</u>	<u>M – F</u>	<u>2,260.0</u>
<u>(BLYTHE , CA 7045ZZ: 5104 Blythe, Fresno 93722)</u>					
33.	<u>Interior Guard</u>	<u>0800 – 1700</u>	<u>9.0</u>	<u>M – F</u>	<u>2,260.0</u>
	<u>Extended hours 01/26 – 04/14</u>	<u>1700 – 1830</u>	<u>1.5</u>	<u>M &amp; W</u>	<u>55.0</u>
		<u>0800 – 1300</u>	<u>5.0</u>	<u>Sat.</u>	<u>11.0</u>
	<u>Extended hours 04/15</u>	<u>1700 – 1930</u>	<u>2.5</u>	<u>One day</u>	<u>2.5</u>
					<u>2,328.5</u>

(\*) Denotes where relief guards are required.

(\*\*) Including Federal Holidays

**Total Productive Hours REQUIRED 95,680.5**

**Total Supervisory Hours REQUIRED 8,760.0**

**SUBTOTAL, BASIC SERVICES, 104,440.5**  
Additional Services, Emergency Services, Hours 398..0  
(Estimated, No Guarantees Are Made)  
**SUBTOTAL 104,838.5**  
Canine Hours: 3,886.0\*  
**TOTAL HOURS 108,724.5**

\*\*\*\*\*EFFECTIVE OCTOBER 1, 2004\*\*\*\*\*

REVISION DATE: June 8, 2004

**SUBJECT TO THE AVAILABILITY OF FUNDS**

## **CANINE EXPLOSIVE DETECTION STATEMENT OF WORK**

**July 8, 2004**

### **1.0. GENERAL SCOPE OF WORK**

1.1. The Contractor shall provide trained Explosive Detector Dog (EDD) Services in the form of at least one trained and certified Explosive Detection Dog Team (EDDT), comprised of a certified EDD and EDD Handler. The Contractor shall provide personnel, materials, equipment, and supplies, (except those specified as provided by the Government). The Contractor shall plan, schedule, and coordinate routine and recurring daily EDDT proficiency maintenance training to ensure quality and effective operational performance of Explosive Detection services, as well as EDDT annual recertification with the Contracting Officer's Technical Representative (COTR).

1.2. EDD handlers will also perform the non-EDDT guard duties during non-peak hours and in between deliveries as directed by the shift Supervisor, WWS Project Manager, or the IRS Chief of Security and/or COTR. These duties include but are not limited to, working any other established guard post or contingency post as necessary.

### **2.0. LOCATION/OFFICE HOURS**

2.1. The primary location will be at the main Fresno IRS Campus at 5045 E. Butler Ave., Fresno, CA, with additional coverage provided to include all off-site facilities as identified by the Chief of Security or COTR on an emergency basis.

2.2. The Fresno IRS Campus has peak periods of activity due to the nature of the government functions performed therein. Normal peak periods for mail and package delivery begin on February 1 and continue thru April 30. During this period of intense activity, mail is delivered more frequently; therefore, the need is greater for the EDDT services. The number of additional parcels may require overlapping EDD teams to facilitate the delivered items movement to the IRS campus processing staff. The Contractor will ensure that the IRS processing staff is not delayed in their functions. It is expected that 18 hours of EDDT service will be required each day, Sunday through Friday, for an anticipated total of 108 hours of service per week during peak periods, excluding Federal holidays, etc., per SOW, paragraph 2.4 and 2.5 below. EDDT must be prepared to work Easter Sunday if it falls in April.

2.3. Off-Peak periods begin on May 1, and extend through January 31 each year, with short peak spikes at the end of each calendar quarter. During this period, the Contractor is expected to provide EDDT services in support of daily postal deliveries at 12:00 am, 4:30 am, 12:45 pm, and 3:30 pm each day, Monday thru Friday. It is projected that services will be required 12 hours per day, five days per week for an anticipated total of 60 hours of service per week during off-peak periods, excluding Federal holidays, etc., as per SOW paragraphs 2.4 and 2.5 below.

2.4. The hours specified in the pricing section of this contract are Direct Productive Labor Hours (DPLH), which are those hours expended by the EDDT in performing work under the contract. This does not include Federal holidays, sick leave, vacation, jury duty, military leave, or any other type of administrative leave for the EDD handler.

2.5. No performance will be required from the contractor, and no compensation, in accordance with (IAW) the preceding paragraphs, and IAW applicable labor statutes, will be provided to the contractor for the above referenced Federal holidays, etc., and any other time the IRS workforce at the location covered under the contract is sent home or not required to report to work, unless approved at the time or in advance by the COTR.

2.6. The contractor will be required to work overtime during performance of this contract, IAW the preceding paragraphs, and IAW applicable labor statutes.

### **3.0. SERVICES REQUIRED**

3.1. The Contractor shall provide properly trained and certified Explosive Detector Dog Team(s) (EDDT) each consisting of one trained EDD and one EDD handler certified together as an EDD Team at the Fresno IRS Campus location.

#### **3.3. Required Operational Duties:**

3.3.1. Inspecting all incoming mail, packages and other deliveries being made to the IRS facility prior to delivery and receipt by IRS personnel. (Example; US Postal Service mail could be inspected at the Post Office Receiving site, at a designated area within the facility parking lot, at the facility loading dock, outer-perimeter entry gates, or other appropriately designated areas in accordance with IRS-Fresno Campus local procedures.

3.3.2. Inspecting facilities/buildings and/or vehicles at the delivery dock, compound entry points, and in parking lots as directed by the Security Chief or COTR or other designated personnel during a bomb threat, evacuation, or other emergency.

3.3.3. Conduct roving EDDT patrols as required during times of heightened security when a specific threat has been identified against the Government, or as directed by the Chief Security or COTR paying close attention to and inspection of exterior trash containers, parked vehicles, sewer drain grills, bushes, or other places an explosive device could be concealed.

3.4. In addition to U.S. Postal Service Deliveries, the facility receives mail and packages From a host of common carriers throughout the day. The contract allows for EDDT services to provide for the inspection of all of these delivered items as well during both peak and off-peak periods.

3.5. The Contractor is required to follow the procedures established at the Fresno IRS Campus, Post Order 24, for the inspection of the following type of vehicles, which include: passenger vehicles, cars, trucks, vans and buses, tractor trailer cargo trucks, water and fuel tanker trucks, closed box container trucks, garbage trucks, dump trucks, concrete mixers/trucks and recreational vehicles, etc. Additionally, the contractor is required to follow established procedures for conducting building inspections, perimeter patrols and package inspections. These inspection procedures are to be followed to allow for the most expedient and safe review of potentially explosive articles. (Exhibit 27) During searches of vehicles and other areas the EDDT other areas the EDDT should approach from the down-wind flank and conduct a search around the vehicle or suspected area. If a vehicle is searched, the EDDT will position itself within one-foot of the cargo door before the door is opened and while it is opened in hopes of immediate detection of any potential exiting explosive odors in the truck cargo area.

3.6. The Contractor and the COTR will develop a written report documenting inspections in the event that an EDD Alerts or of an explosive device(s) is identified.

#### **3.7. Emergency EDD Support:**

3.7.1. The IRS may require supplemental emergency EDDT coverage to meet the requirements of this contract. For any supplemental requirements that are within the scope of this contract, such as temporary EDDT services to

supplement the existing EDDT force (peak periods), the Contracting Officer (CO) or the COTR will provide notification to the contractor of the need for supplemental coverage. The requirements for specific supplemental support will be dependant on an evaluation of the needs based on the emergency. The Government estimates up to 250 hours per year for CEDS adjustments. No guarantees are made. When feasible, the contractor will be given 14 days prior notification. For emergency support, during times of heightened security, the contractor may be given less than 14 days notification. If the contractor is unable to provide the required supplemental coverage timely, and at a fair and reasonable price, the Government reserves the right to solicit other vendors for this supplemental coverage.

### 3.8. Emergency Response Times:

3.8.1. The EDDT shall respond immediately after notification that a bomb threat exists or a suspicious package is identified. If the on-duty EDDT is located on-site at the time of notification, response to the incident location shall be within 5 minutes from the time of notification. If the EDDT is located off-site, response to the incident location shall be within 30 minutes from the time of notification. Response to the site will be under the same restrictions established by legal statute of the law for the State of California for private citizens. The contractor will comply with all established speed limits and traffic laws while responding.

3.8.2. The contractor is required to follow the local IRS written Standard Operating Procedures (SOPs) covering emergency response to an explosive threat incident(s) for the Fresno IRS Campus. Contractor will receive Occupant Emergency Plan and SOP's after contract award.

3.8.3. EDDT(s) may conduct EDDT sweeps of bomb threat scenes or suspicious packages to determine if the EDD alerts. EDD handlers or their canines must never touch, handle, or otherwise tamper with a suspicious package, object, etc.

3.9. Kenneling and Care of the EDD Canine. The kenneling, care, and feeding of the canine shall be the sole responsibility of the Contractor. The Contractor must ensure all EDD received routine medical evaluations, immunization inoculations, exercise, proficiency training, and are fit for duty prior to reporting for duty with their assigned EDDT handler.

3.10. On-Site Kennel Facilities. When canines are kenneled on-site a safe, health, and clean suitable kennel must be established. Support personnel must be available to maintain the kennel, care for and feed the canines on a daily basis to, sanitize the kennel runs each day, monitor and record feeding, food consumption, administer medication as necessary, and ensure a secure and safe environment.

**NOTE:** The IRS is striving to eliminate on-site permanent Kennel facilities. Therefore, after Sept. 30, 2004, no permanent kennels will be maintained on IRS sites or property, only temporary shift holding kennel cages in the immediate work area. After September 30, 2004 the contractor will be required to kennel their EDDs at their expense at a kennel of their choice or at the handler's home as is done at all IRS locations except Memphis.

### 3.10.1. Kennels Facilities Require:

3.10.2 Adequate ventilation, cooling, and heating, shade for assigned canines.

3.10.3. Minimal noise levels. Kennels should be located in a quiet area where sounds do not exceed 75 decibels over a 24-hour time period to afford canines proper rest.

3.10.4. Areas with no infestation of Ants, Rodents, Mosquitoes, Tics, etc.

3.10.5. Prominently displayed signs on all outer fences/walls/entry gates/doors to the Kennel area stating: DANGER – DOGS, KEEP OUT, AUTHORIZED PERSONNEL ONLY, displayed on a white sign with 6” high and 4” wide “Bright Red Letters. Kennel outer gates and the support building should be locked at all times when authorized personnel are not present, and monitored by CCTV.

3.10.6. Do not allow non-contracted IRS dogs, or pets to enter the kennels at any time.

3.10.7. Thoroughly remove canine feces from kennel runs and grounds each shift and on a daily basis, and disinfect all interior and/or exterior kennel runs in each day. If an outside run is available and it contains pea gravel, ensure it is disinfected weekly, and replaced annually.

3.10.8. Provide fresh water and food daily in the quantities directed by the contracted Veterinarian. Monitor and record all canine’s food consumption, bowel movements, and stool consistency (normal, loose, blood present, no stool, etc.)

3.10.9. Ensure routine physicals are conducted on all assigned canines as directed by the Veterinarian. Veterinary Medical Treatment Records will be maintained on each dog and made available as requested by the COTR, the COTR’s designated representative, or IRS National Office (N.O.) Security Staff.

3.10.10. Grass, weeds, and other vegetation must always be cut short (no higher than 2-3 inches) and the area should be sprayed/treated for ticks and other insects/rodents as directed by the Veterinarian.

3.10.11. Each canines kennel run will have a latch that prevents the canine from escaping and keeps the canine secure in its run at all times.

3.10.12. A Kennel Inspection must be conducted and recorded annually by the contracted Veterinarian in conjunction with the COTR, Contract Security Program Manager, and assigned Kennel Master or senior handler responsible for the kennel to ensure a safe, clean, healthy kennel environment for assigned canines. A copy of the report will be provided to the COTR for proper action, disposition, and filing.

3.10.13. Canines must be properly exercised, groomed on a daily basis, bathed/shampooed, and treated with Tick preventative products, medicated collar/powder, etc., as directed by the Veterinarian.

3.10.14. Sick or contaminated canines will be isolated from the other dogs until advised otherwise by the Veterinarian.

3.10.15. All assigned K-9 handlers must be thoroughly trained on and understand common canine illnesses to include, but not limited to: canine First Aid procedures, identification and/or treatment of shock, heat stress, bloat, hotspots, bleeding, artificial respiration, fractures, foreign objects in mouth, snakebites, administering medication (pills/liquid), parasitic infections and their symptoms and control measures, canine infectious diseases and Zoonotic diseases (contagious diseases transmitted from animals to humans) and their symptoms and control measures.

#### **4.0. QUALIFICATIONS OF CANINE HANDLER AND CANINE**

4.1. Since the success of the EDD program is largely dependant on the correct selection of the canine handler, the handler must possess certain characteristics and traits, such as: self-control; patience; self discipline;

maturity; attention to detail; and a neat and professional appearance. The EDD handlers must be individuals of unquestionable integrity who display a mature responsible attitude and exercise good judgment.

4.2. Each canine handler must have a minimum one year of documented successful experience in security, law enforcement, military service, or commercial or industrial guard service. Additionally, each canine handler must have a minimum of one year of documented successful experience as a Certified EDD handler. Copies of the Guard Certification and K-9 EDDs and handlers Course Certification must be provided to the COTR who will maintain a file copy at all times during the contract period. EDD handlers must meet all other aspects of the Contracted Guard qualifications and requirements as well as arming, use of force and other initial and annual training and certification requirements in accordance with state and IRS laws and requirements for regular guards (non-EDD handlers).

4.3. All EDD and Handlers are required to have been trained and certified as EDD or handlers at a credible EDD and Handler Course, such as a recognized U.S. Government or Law Enforcement Agency, or a private commercial industry EDD and Handlers training school or program. At a minimum, the EDD training program must comply with the training specifications to ensure the handler is able to properly handle a canine, care for the canine, understands canine First Aid and treatment, recognized canine infectious, contagious, and parasitic diseases, and has the ability to pass the Department of the Treasury, "Odor Recognition Proficiency Test Standards" and certify with the Dog as a "EDD Team" once each year. The annual certification will be done by the Contractor or their designated representatives at their expense. Additionally, the IRS N.O will administer an annual and independent EDDT test at a time of its choosing as well as a formal annual EDD Program Compliance Review.

4.4. All EDD handlers must have successfully completed an EDD Handlers Certification Course, which exposes each EDD handler to the below ten training objectives. Each EDD handler must have demonstrated knowledge, skill, and proficiency in all ten subject areas during the certification course. At the discretion of the IRS, this list may be modified to include additional subjects and course training objectives, which may be integrated into the course to further the training process for special scenarios and situations in which the handler and canine may be required to operate. The mandatory ten training objective criteria are:

4.4.1. Fundamentals and Handling Techniques for Explosive Detector Dogs

4.4.2. Exposure and hands-on familiarity with common Military and Commercial Explosives, including: composition, combinations, and bases.

4.4.3. Fundamentals of Explosive Devices.

4.4.4. An overview of common Improvised Explosive Devices (IEDs) including recognition, structure and composition.

4.4.5. Explosive searching techniques and protocols.

4.4.6. Preparation and manipulation of the security environment.

4.4.7. Execution of effective searches in various environments.

4.4.8. Setting-up, preparing, and executing routine training scenarios.

4.4.9. Preparing and maintaining documentation to ensure thorough maintenance and search training.

4.4.10. Documented certification of canine and handler as an EDDT, before departure from the EDD Training course as stated in paragraph 4.3.

4.5. Explosives detection canine training is a two-phase process. In Phase I, the canine must learn to recognize and be alert to various explosives odors. The ability of a canine to recognize explosives odors is the foundation for any explosives detection canine program. It is essential that the canine is able to demonstrate the ability to consistently recognize explosives odors before completing Phase I and becoming a fully operational canine.

4.5.1. Phase I: In this phase of training, the EDD will be exposed to the five basic explosive groups, including chemical compounds used in more than 19,000 explosive chemical formulas.

4.5.2. Phase II: In this phase of training, the EDD is trained to use this ability operationally in the environment where it will work. The IRS will review operational training and provide final certification of a canine's effectiveness in an operational environment with the assistance of the National Office (NO) EDD Program Manager.

4.6. Certified EDD must be a graduate of an EDD training school or program recognized by the U.S. Government, Law Enforcement Agency, or private industry commercial program that provides the canine and handler team the ability to pass the Department of the Treasury "Odor Recognition Proficiency Test." In addition, EDD must be able to detect smokeless powder and other explosive fillers. Actual explosives must be used during Contractor certification. At a minimum, the Contractor must certify in writing that all assigned EDDTs have tested and passed the Department of Treasury "Odor Recognition Proficiency Standards" for EDD. The certification letter must also include the date, location with street address, name of certifying official(s), and name of facility (School/Training Program, etc.) phone number. The COTR must be notified by the Contract Security Program Manager at least 45 days before re-certification with the above information and the COTR will notify the N.O. EDD Program Manager who may be present to observe the Contract Certification of the assigned EDDTs.

Exhibit 30

4.7. Prior to the assignment of any EDDT, the contractor is required to provide, in writing, documented proof that the assigned team has been trained and certified as a team to the level required by SOW Section 4.0. Additionally, copies of EDD Certification Certificates must be provided prior to award of the contract.

4.8. The IRS or Contractor may request replacement of either the canine or the handler, or both, due to poor performance, failure to pass the Contractor or IRS certification, poor health, inability to properly perform, or some other circumstances. The replacement EDDT must be available for duty within 24 hours with copies of certification with his/her assigned EDD and meet all other security guard pre-employment and arming requirements. The request must be in writing, and include the same documentation for the canine and/or handler required elsewhere in the contract, and is subject to the approval of the COTR. The final decision to allow such a replacement rests solely with the IRS.

## **5.0. ON-GOING PROFICIENCY TRAINING**

5.1. In addition to the training required in the solicitation as a prerequisite for award, training for the EDD handlers and canines shall be conducted in accordance with Phase II of the Department of the Treasury Odor Recognition Proficiency Standards for Explosive Detection Canines.

5.2. To maintain the EDDT proficiency, a minimum of one-hour per day will be allocated to hands-on Explosive Detection handler and canine reinforcement proficiency training, which excludes prep, recovery, and documentation time. This training may be conducted during actual utilization on actual searches. All Training sessions are to be documented in writing in the approved formats and must summarize the proficiency level of the dog and handler for that training session, to include: proficiencies level in percentage (%), deficiencies / corrective actions taken or planned (due to less than desirable proficiency) and progress; type and quantity (weight) of explosive / odor in each training aid used; height / depth of the training aid placement, location of training, type of facility / area / vehicle, etc.; who handled and planted explosive training aids (include total number of plants vs. number of finds). All training and utilization documentation will be submitted in writing to the COTR weekly, reviewed, appropriate action taken / recorded, and filed.

5.3. Actual or NESTT Explosive training aids used to maintain proficiency of EDDs must be readily available on a daily basis and stored in a local bunker(s), if using actual explosives, or a secure drawer/locker if using NESTT (DOT Certified Non-Hazardous Explosives, materials encased in protective coating and commercially available. Explosive training aids utilized by the EDD handler or trainer. The Contractor must strictly comply to ensure the different and incompatible explosives/odors are appropriately separated to avoid cross-contamination. The Contractor must ensure explosives handling meets the DOT and IRS site safety and security requirements when handling, transporting, and utilizing these explosives for training. The IRS will not pay for the required certification of an EDD handler or canine, the explosives, or NESTT training aids.

5.3.1 All on-hand actual and NESTT training aids will be replaced as necessary, but no less than once a year to ensure fresh sample training aids are available. The contractor must provide to the COTR a letter of certification and invoice/receipt indicating purchase of the explosives or NESTT products to ensure they are not more than a year old.

5.3.2 All NESTT and actual explosives will be stored with like samples together separating like samples from others to avoid cross-contamination. This is done to ensure different types of explosive samples never come in contact with one another, all samples are handled with disposable gloves, and each sample is stored in an air-tight sealed container. The COTR, their designated representative, the National Office EDD Program manager, or their designated staff member has the authority to inspect all actual or NESTT training aids for proper storage and accountability at anytime during the contract period.

## **6.0. QUALITY ASSURANCE**

6.1. Maintenance Requirements of Canines by the Contractor.

6.1.1. The Contractor shall ensure that established standards of medical care, training and canine well-being are maintained. Specifically, the contractor shall be responsible for the following:



6.1.1.1. Utilize EDD for explosive detection no longer than 45 minutes of each hour scheduled for EDDT services if in a climate controlled, cool and comfortable facility out of the elements. However, in hot and humid climates, where the dog is working outside and beyond the duration of a canines normal ability to properly perform will decrease to possibly as low as 20 minutes per hour before a rest and water is necessary. . Each EDD must be provided ample opportunity for rest; shade (if working outside), water consumption (re-hydration); and/or be active outside the parameters of their EDD responsibilities during the remaining 15-minute period. During peak season, EDDs will not work more than 8 hours. They will have to depart the facility and may return after 8 hours has passed. During non-peak season, EDDs may work a 12 hour shift provided there is ample time for breaks every 45 minutes and water / food as necessary.

6.1.1.2. Ensuring the health, well being and readiness of EDD by establishing and maintaining regular and routine medical and health care for the Canines.

6.1.1.3. Conducting training to maintain a minimum 95% level of proficiency in the operational environment and assure annual re-certification of EDDT with coordination of the COTR.

6.1.1.4. Maintaining comprehensive knowledge of explosive detection and Canine care, feeding, and handling.

6.1.1.5. Maintaining comprehensive knowledge of law enforcement rules/regulations, practices and procedures pertaining to bomb threats, explosive detection, and emergencies responses and actions.

6.1.1.6. Providing and maintaining an environmentally-controlled vehicle equipped with an approved kennel or cage to efficiently and safely hold or transport the Canine.

6.1.16. Maintaining comprehensive knowledge of Improvised Explosive Devices (IED), their use, handling procedures, practices, recognition, and actions.

## 6.2. Random Testing

6.2.1. The Government reserves the right to randomly test the Contractor's response time to Bomb Threat Emergencies, and to test the EDDT ability to detect explosives at any time during the period of the contract without prior notice. The IRS will conduct random unannounced testing to ensure the level of competence and abilities of the explosive detection team meets IRS and Department of The Treasury standards.

6.2 .2. The minimum "Odor Recognition Proficiency Standard" (the Standard), which employs an odor recognition proficiency test (the test), is established to determine if an EDDT can successfully recognize the required explosive odors. The test is intended to be used in conjunction with any training methodology and to provide a standardized method for assessing an EDDT ability to recognize and alert on explosives odors. Successful completion of this test does not indicate proficiency in operational environments. Odor recognition, operational training, and testing using varying amounts of explosives odors are the responsibility of each Contractor and COTR. This test is only designed to assess a canine's ability to successfully recognize explosives odors. Exhibit 27

6.2.3. Evaluation of Test Results:

**PASS:** To successfully pass the Odor Recognition Proficiency Test, the EDD must make positive responses on all 10 explosives odors used in The Test. The EDD is allowed two responses on non-explosives samples.

**FAIL:** The EDD will Fail the Test if ANY explosives sample is missed or if more than two responses are made on non-explosives samples.

6.2.3.1. If the EDD Fails The Test, the IRS designated representative/staff will evaluate the reason for the failure and schedule the canine further explosive detection training. The Test, in its entirety, should then be re-administered and video taped by the COTR as a matter of record and maintained for at least 3-years as a matter of record.

6.2.4. Annual Odor Recognition – Once a year EDD are required, at a minimum, to be re-certified and documented in writing that they have passed the Dept. of Treasury “Odor Recognition Proficiency Test” as outlined in paragraph 6.2. This re-certification is in addition to the annual testing conducted by the Government.

6.2.5. The IRS annual re-certification is independent of the “Odor Recognition Proficiency Test” and is accomplished in the operational environment using varying amounts of each actual or NESTT explosive training aids to test the dogs ability to detect designated explosives in various quantities to determine the EDD detection efficiency and threshold in an operational environment. This test will be video taped showing who placed the training aids, where they were placed, and when they were placed, from start to finish during the test.

## **7.0. BACKGROUND INVESTIGATIONS**

All contractor personnel considered for use on the contract must undergo an appropriate background investigation and be approved for staff-like access in accordance with the provisions of IRM 1.23.2, Contract Investigations and TDP 71-10, Department of the Treasury Security Manual, Chapter II, Section 2. The Government will provide necessary forms for the conduct of the investigations; it will be the awardee’s responsibility to ensure that all required forms are returned to the Government no less than two weeks before work is to be performed on the contract. Contractor employees who undergo Minimum Background Investigation checks, which reveal, but are not limited to the following, which may be unacceptable under this contract: conviction of a felony, a crime of violence or a serious misdemeanor, or a record of arrests for continuing offenses. The IRS reserves the right to approve Contractor employees based on the results of their background investigations.

## **9.0. TRAVEL**

Contractor travel costs will not be reimbursed by the IRS.

**EXHIBIT 28:** Typical Post Orders and duties for CEDS, Post 24, Butler Avenue K-9 qualified handler/guard-unarmed officer (guard post assignment record, 3 pages total)

**EXHIBIT 27:** Department of the Treasury Bureau of Alcohol, Tobacco and Firearms Odor Recognition Proficiency Standard (9 pages total)

**Appendix A:** Explosives Categories to be used for Testing (page 12 – 13)

**Appendix B:** Information on Proper Handling and Storage of Explosives Samples (page 14 - 15)

## APPENDIX A

### EXPLOSIVES CATEGORIES TO BE USED FOR TESTING

Explosives detection canines should be able to recognize common explosives used by bombers today. The six mandatory explosives cover a range of common explosives encountered today, including propellants (*low explosives*) and high explosives. The selection of these explosives odors is based on statistical use and availability data (i.e., *actual bombings, thefts, recoveries, and commercial availability*). The electives represent additional commercial, military, and improvised explosives, which may be used for this test.

Some explosives are available in a variety of chemical formulations. For example, cast boosters could contain TNT, Composition B, PETN and TNT; etc. It is imperative that the manufacturer's product literature, to include the Material Safety Data Sheet, be reviewed to ensure that the specific explosives content of each test sample used is known.

The Antiterrorism and Effective Death Penalty Act of 1996 (Section 842 of title 18, United States Code) mandated that as of April 24, 1997, all plastic explosives manufactured in the United States be marked with a chemical detection agent. The handler should be aware of whether or not the plastic explosives used in training and testing contain the detection agent. It is recommended that canines be exposed to marked and unmarked plastic explosives, if available.

Explosives are listed in alphabetical order. This list does not signify order of relative importance.

#### **Six mandatory explosives for testing:**

Black Powder (free flowing, time fuse, or safety fuse)

Double-base Smokeless Powder

Dynamite (containing EGDN and NG)

PETN-based Detonating cord

RDX-based Detonating cord or C-4

TNT

#### **Four elective explosives for testing:**

Each agency will select the remaining four explosives odors from the following list. Selections should be based on an assessment of the threats most likely to be encountered in the agency's working environment.

Commercial and Military Explosives (*examples*):

	Binaries	
	Photoflash/fireworks/pyrotechnics powders	
	Black powder substitutes	Plastic explosives
Blasting agents		SEMTEX
Cast boosters		Single base smokeless
powders		
	Composition	B Slurries
	Emulsions	Tetryl

***Water gels***Improvised Explosives (*examples*):

Chlorate-based mixtures  
 Nitrate-based Mixtures  
 Perchlorate-based mixtures  
 Urea nitrate

**DISTRACTION ODOR SAMPLES:**

For the purpose of this standard, a distraction odor is any non-explosives odor that a canine may encounter in its operational environment. For example, if the canine routinely searches luggage, items commonly found in a suitcase, such as clothing, cosmetics, and various toiletries would be suitable distraction odors for this test. If the work environment for the operational canine varies, a selection of items from various categories, such as food (*human and pet*), health and beauty aids, and textiles would suffice.

**APPENDIX B****INFORMATION ON PROPER HANDLING AND STORAGE OF  
EXPLOSIVES SAMPLES**

Fresh explosives samples should be obtained for each testing session. These explosives must never have been used in any previous canine training or testing exercises. It is desirable that explosives samples used in the test be stored separately from the explosives used in training.

In order to guarantee accuracy and proficiency in explosives detection, safeguards must be in place to ensure that the canines are detecting explosives and not a contaminated sample. For example, if a training aid has been used for some time and is reused in the canine's proficiency test, the canine may actually be alerting to its own scent or the scent of the handler on the aid.

Care should be taken to avoid the cross-contamination of one explosives sample with the prevalent odor of another. This situation can occur when different explosives have been stored together for any amount of time in a common bunker without individual containment. The handler may have a false sense that the canine is training on several distinct odors, while in fact, the canine is training only on one or two odors.

It is critically important that every effort be made to keep the explosives used in training and testing uncontaminated from other odors, whether from other explosives or from other materials with distinct odors that could be picked up by the explosives.

**Proper Handling:**

All explosives samples used during this test must only be handled by one designated person. The person handling the explosives samples must not handle any of the distraction odors. Explosives must not be handled with bare hands; disposable gloves must be used. The gloves must be used with only one explosives sample and then discarded.

The individual assigned to handle the distraction odors will also wear the same type of disposable gloves when handling the distraction odor samples.

The canine handler must not participate in the handling or placement of the explosives or distraction odors.

**Explosives Storage Facility:**

Existing bunkers that have contained multiple explosives are most likely already contaminated. It is preferable to obtain pristine storage facilities that have never previously contained explosives. Other explosives should never be stored where dynamite, TN1; ammonium nitrate, or ANFO are, or have ever been, stored because these compounds tend to readily cross contaminate the other explosives.

The best storage method is to have separate dedicated storage facilities for each explosive. If this is not possible, the dynamite, TNT, and ammonium nitrate or

ANFO should still be stored in individual dedicated facilities, with the other explosives properly contained in another facility.

Additionally, every effort should be made to separate plastic explosives marked with a detection agent from unmarked plastic explosives.

**Regulatory Requirements:**

All industry and manufacturer safety requirements must be strictly followed. All handling, storage, and transportation of explosives must be in compliance with all Federal, State, and local laws.

For additional information on this standard, please send a written request from the agency supervisor, on official agency letterhead, to the Bureau of Alcohol, Tobacco and Firearms, Canine Operations Branch, 650 Massachusetts Avenue, Room 5100, Washington, DC 20226.

The Bureau of Alcohol, Tobacco and Firearms would like to acknowledge and formally thank the following agencies for their assistance, technical expertise, and recommendations; all of which contributed to the development of the Department of the Treasury Odor Recognition Proficiency Standard For Explosives Detection Canines:

Department Of Defense Military Working Dog Group

Federal Aviation Administration

United States Capitol Police

United States Secret Service

**QUALITY ASSURANCE SURVEILLANCE PLAN  
(QASP)**

**Armed Guard Services  
Fresno Internal Revenue Service Campus  
Fresno, CA**

**Note: This Quality Assurance Surveillance Plan (QASP) is provided for information only and does not need to be addressed in Offerors' proposal.**

**1. PURPOSE:**

This Quality Assurance Surveillance Plan (QASP) has been developed and designed to aid the COTR in providing effective and systematic surveillance of all aspects of the armed guard services required by the contract. This plan is provided for information only and may be changed at any time. This plan provides for monitoring all contract requirements through a combination of the following methods:

- a. Surveillance Activity Checklists;
- b. Unscheduled Inspections; and
- c. Validated Customer Complaints

**2. OBJECTIVE:**

The objective of this QASP is to provide detail on how to inspect and evaluate the contractor's performance in key areas. The Government is primarily interested in both timeliness and quality of performance. This plan will focus on the level of performance required by the statement of work, rather than the methodology used by the contractor to achieve that level of performance. The principal method of surveillance will be by unscheduled inspections of selected tasks as they are performed.

**3. QUALITY ASSURANCE EVALUATORS:**

Quality Assurance Evaluators (QAE) for this contract are employees of the Internal Revenue Service's Security Section at Fresno IRS and are responsible for the day to day inspection and monitoring of the Contractor's work. The responsibilities of the QAE include, but are not limited to: inspecting the work to insure compliance with the contract compliance; documenting through written inspection reports the results of all inspections conducted; following through to assure that all defects or omissions are corrected; conferring with representatives of the Contractor regarding any problems encountered in the performance of the work and generally assisting the COTR in carrying out his responsibilities. Primary Method of Inspection will be unscheduled inspections.

#### 4. USE OF THE QASP:

- a. The COTR will:
  1. document surveillance via use of, and as outlined in, this surveillance plan;
  2. ensure that adequate inspections are made to determine that Contractor is providing service according to contracts terms and conditions;
  3. select tasks, areas, and times for inspection to ensure that all tasks and posts are periodically inspected.
- b. Monthly checklists will be used to record information on observations and defects. Each defect observed will be recorded on the checklists. These documents will then become a formal government record for later reference. The tally of defects observed at the end of each month will be compared to the maximum allowable degree of deviation. Any discrepancies detected during the course of the surveillance, even if not of sufficient degree to render the service unsatisfactory in terms of the maximum allowable degree of deviation, will require corrective action by the contractor, if appropriate/ possible. Specifics concerning any errors will be recorded in the "Remarks" area of the checklist(s). The Contractor's representative will be asked to initial any such entry.
- c. If, at the conclusion of the month's inspection, it is found that the number of defects exceed the maximum allowable degree of deviation that service may be considered unsatisfactory. If performance in any area is judged unsatisfactory, based on scheduled inspections, the contractor will be given a Contract Discrepancy Report (CDR) by the COTR. When completed and signed, the CDR, along with the checklists, becomes the documentation supporting payment, reduced payment, nonpayment, or other actions as necessary.
- d. During the course of the month, the COTR may receive customer complaints about the quality of service. Each complaint received shall be validated by the COTR to the extent feasible to ensure the service was required and that the standard was not met. If surveillance shows that a specific service is unsatisfactory, customer complaints may be used by the COTR as further evidence of unsatisfactory performance.

#### 5. Evaluation Procedures.

- a. Unscheduled Inspections. Unscheduled inspections may be conducted at any time. Performance defects observed during unscheduled inspections will be documented on the "Evaluation Work Sheet." QAE's may visit and observe selected posts anytime during the designated shift period and evaluate the Work Requirements (Quality of Work; Conduct; and Uniform/Firearms).

A Pass (P) or Fail (F) rating will be assigned each task inspected, based on the Performance Criteria listed below. Any Work Requirement task reasonably unavailable for inspection will receive a neutral rating. A brief description of observed defects or actions taken will be



- b. Customer Complaints. The QAE will record and attempt to validate each customer complaint received on the standard Customer Complaint Form (attached). Only complaints validated by the QAE will be documented as an observed defect.
- c. Documented Defects. Copies of documented performance defects will be provided the Contractor within 24 hours of validation by the COTR. Performance defects represent a loss in value to the Government and are subject to payment deductions. Refer to Section E, Payment Adjustment Clause.

Analysis of Results.

- a. At the end of the month, the COTR will summarize the results of the inspections; compare the number of satisfactory performance ratings to maximum allowable degree of deviation for each Work Requirement and review documented defects, determine if monitoring needs to be increased, and, calculate recommended payment deductions for documented defects in accordance with the "Payment Adjustment Clause" in Section E.
- b. The COTR will monitor the Contractor's overall performance and recommend appropriate administrative actions to the Contracting Officer when performance is less than satisfactory.

## **SECTION D – PACKAGING AND MARKING**

### **D.1 PACKAGING**

All contract deliverables shall be delivered in accordance with the contractor's best commercial practice.

### **D.2 MARKINGS**

All information submitted to the Contracting Office or the Contracting Officer's Technical Representative (COTR) shall clearly indicate the following:

- a. Contract Number for which the information is being submitted;
- b. Complete delivery address including the organization's name;
- c. Point of Contact; and
- d, Other data or identification number as applicable.

### **D.3 PAYMENT OF POSTAGE AND FEES**

All postage and fees related to submitting information including forms, reports, etc., to the Contracting Officer or the COTR shall be paid by the Contractor.

## **SECTION E INSPECTION AND ACCEPTANCE**

### **E.1 52.246-4 INSPECTION OF SERVICES--FIXED-PRICE (AUG 1996)**

(a) Definitions. "Services," as used in this clause, includes services performed, workmanship, and material furnished or utilized in the performance of services. (b) The Contractor shall provide and maintain an inspection system acceptable to the Government covering the services under this contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the Government during contract performance and for as long afterwards as the contract requires. (c) The Government has the right to inspect and test all services called for by the contract, to the extent practicable at all times and places during the term of the contract. The Government shall perform inspections and tests in a manner that will not unduly delay the work. (d) If the Government performs inspections or tests on the premises of the Contractor or a subcontractor, the Contractor shall furnish, and shall require subcontractors to furnish, at no increase in contract price, all reasonable facilities and assistance for the safe and convenient performance of these duties. (e) If any of the services do not conform with contract requirements, the Government may require the Contractor to perform the services again in conformity with contract requirements, at no increase in contract amount. When the defects in services cannot be corrected by reperformance, the Government may (1) require the Contractor to take necessary action to ensure that future performance conforms to contract requirements and (2) reduce the contract price to reflect the reduced value of the services performed. (f) If the Contractor fails to promptly perform the services again or to take the necessary action to ensure future performance in conformity with contract requirements, the Government may (1) by contract or otherwise, perform the services and charge to the Contractor any cost incurred by the Government that is directly related to the performance of such service or (2) terminate the contract for default.

(End of clause)

### **E.2 INSPECTION AND ACCEPTANCE**

Inspection and acceptance of all work performed under this contract shall be by the Contracting Officer or a duly authorized representative.

## SECTION F – DELIVERIES OR PERFORMANCE

### F.1 52.242-15 STOP-WORK ORDER (AUG 1989)

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either--

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if--

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

(End of clause)

## **F.2 PERIOD OF PERFORMANCE**

The period of performance of any contract resulting from this solicitation shall be from 02/01/05 through 09/30/05 with four (4) option periods of 12-month each. However, there will be preliminary contract requirements that the contractor will be required to submit prior to the contract start date (see F.4) below.

Base Period:	02/01/05 – 09/30/05
Option Period 1:	10/01/05 – 09/30/06
Option Period 2:	10/01/06 – 09/30/07
Option Period 3:	10/01/07 – 09/30/08
Option Period 4:	10/01/08 – 09/30/09

## **F.3 PLACE OF PERFORMANCE**

The services to be provided under this contract shall be accomplished at the following sites:

a.	5045 E. Butler Avenue, Fresno, CA	Main
b.	2628 S. Cherry Ave, Fresno, CA	Off-site
c.	1000 N. Mooney Blvd., Tulare, CA	Off-site
d.	4867 E. Kings Canyon Road, Fresno, CA	Off-site
e.	1950 G. Street, Fresno, CA	Off-site
f.	1325 Broadway Plaza, Fresno, CA	Off-site
g.	855 M. Street, Fresno, CA	Off-site
h.	5104 Blythe Ave, Fresno, CA	Off-site
i.	625 N. Akers, Visalia, CA	Off-site

## **F.4 DELIVERABLES**

### **a. RESERVE PERSONNEL**

1. Within 10 calendar days after award the Contractor shall submit to the COTR for approval, the names and all necessary documentation of fully trained and qualified productive personnel who will be used in reserve capacity (e.g., used to replace guards on scheduled or non-scheduled breaks, sick leave or vacation, used to respond to emergency service, or similar situations).

2. It is not the intent of IRS to have the Contractor employ these reserve personnel as full time employees, but to have them available on an as needed basis.

**b. FIREARMS AND AMMUNITION**

A report of weapon cleaning shall be provided to the COTR each week on Monday for the prior week.

**c. HEALTH AND PHYSICAL FITNESS REQUIREMENTS**

Physical fitness shall be evidenced on Standard Form 88, Certificate of Medical Examination (Section J, Exhibit 20). Physical examinations shall be administered by a licensed physician and the completed Standard Forms submitted to the COTR five (5) days prior to the employees' assignment to duty. The Government will supply necessary forms.

**d. SECURITY REQUIREMENTS (NON-CLASSIFIED CONTRACT)**

Unless otherwise specified, the Contractor shall submit to the COTR within five (5) calendar days before starting date of the contract, a completed background investigation, two (2) completed form FD-258 "Fingerprint Charts" and one (1) Questionnaire for National Security Positions Standard Form 86 for those officers of the firm who for any reason may visit the work-site during the period of this contract and for all employees who have access to the building in performance of the contract work. These forms shall be submitted for replacement employees before entrance on duty. Necessary forms will be furnished by the Government. These forms are required background investigations for National Background Investigation Center (NBIC).

**e. SPECIAL REQUIREMENTS FOR KEY PERSONNEL**

A Key Personnel Resume (Section J, Exhibit 7) shall be completed for each Project Manager, Shift Supervisor and Canine Handler and a copy shall be provided to the COTR seven (7) calendar days after award.

**f. TRAINING SCHEDULE PLAN**

The Training Schedule and Plan (Section J, Exhibit 5) shall be prepared by the Contractor and submitted to the COTR within ten (10) days after receipt of the award notice for approval and coordination.

**g. REPORT OF TRAINING COMPLETION**

A report of the completion of all required training shall be submitted by the Contractor for each employee on the format illustrated in Section J, Exhibit 6. The training required by this contract shall be completed prior to the commencement of the contract and each year upon renewal of the option period. False Statements in the report regarding completion of this training may be punishable by fine or imprisonment under U.S. Code, Title 18, Section 1001.

#### **h. REPORTING MAN-HOURS PROVIDED**

The Contractor shall submit a Record of Time of Arrival and Departure (sign/in-sign/out) each day by close of business, for the previous 24-hour period (beginning at 0001 and ending at 2400). This record will contain the following:

1. Date;
2. Name of the employee;
3. Signature of the employee;
4. Assigned Post Number;
5. Assigned Post Description;
6. Time of Arrival;
7. Time of Departure

The record shall be certified by the contractor as to its accuracy. The contractor's on-site project manager or supervisor may submit and certify the report as being accurate if the contractor has authorized them to do so in writing.

#### **i. QUALITY CONTROL PLAN**

The Contractor shall submit the Quality Control Plan with the offeror's proposal that ensures the requirements of the contract are being met based on standard commercial practices and is acceptable to the Government. If any changes are made by the Contractor to the Quality Control Plan during the duration of the contract period, the Quality Control Plan shall be submitted to the Government for review and approval 10 days from date of revision.

#### **j. REPORTS AND RECORDS**

Prepare required reports on accidents, fires, bomb threats, unusual incidents and unlawful acts. Provide these reports to those officials specified by the COTR as incidents occur.

#### **k. LIST OF CONTRACTOR EMPLOYEES TO BE INVESTIGATED**

Within 15 calendar days after contract award, the Contractor shall provide the COTR with a list of names of all applicable Contractor employees to be investigated.

#### **l. INSURANCE**

The successful contractor shall provide written evidence of required insurance within ten (10) days of contract award and annually thereafter.

## **SECTION G – CONTRACT ADMINISTRATION DATA**

### **G.1 AUTHORITY – CONTRACTING OFFICER CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE AND CONTRACTOR'S PROJECT MANAGER**

#### **A. Contracting Officer**

The Contracting Officer for administration of this contract is:

Christine Matschkowsky  
(415) 848-4737

The Contracting Officer, in accordance with Subpart 1.6 of the Federal Acquisition Regulation, is the only person authorized to make or approve any changes in any of the requirements of this contract, and notwithstanding any clauses contained elsewhere in this contract, the said authority remains solely with the Contracting Officer. In the event the Contractor makes any changes at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in cost incurred as a result thereof.

#### **B. CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE**

### **DTAR 1052.201-70 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR) DESIGNATION AND AUTHORITY (MAR 2002)**

(a) The contracting officer's technical representatives are:

[TO BE PROVIDED AT TIME OF AWARD]

(b) Performance of work under this contract must be subject to the technical direction of the COTRs identified above, or a representative designated in writing. The term "technical direction" includes, without limitation, direction to the contractor that directs or redirects the labor effort, shifts the work between work areas or locations, fills in details and otherwise serves to ensure that tasks outlined in the work statement are accomplished satisfactorily.

(c) Technical direction must be within the scope of the specification(s)/work statement. The COTRs do not have authority to issue technical direction that:

(1) constitutes a change of assignment or additional work outside the specification(s)/work statement;



- (2) constitutes a change as defined in the clause entitled "Changes";
- (3) in any manner causes an increase or decrease in the contract price, or the time required for contract performance;
- (4) changes any of the terms, conditions, or specification(s)/work statement of the contract;
- (5) interferes with the contractor's right to perform under the terms and conditions of the contract; or
- (6) directs, supervises or otherwise controls the actions of the contractor's employees.

(d) Technical direction may be oral or in writing. The COTRs shall confirm oral direction in writing within five work days, with a copy to the contracting officer.

(e) The contractor shall proceed promptly with performance resulting from the technical direction issued by the COTRs. If, in the opinion of the contractor, any direction of the COTRs, or his/her designee, falls within the limitations in (c), above, the contractor shall immediately notify the contracting officer no later than the beginning of the next Government work day.

(f) Failure of the contractor and the contracting officer to agree that technical direction is within the scope of the contract shall be subject to the terms of the clause entitled "Disputes."

(End of clause)

### **C. PROJECT MANAGER**

The Contractor's designated Project Manager for this contract is:

\_\_\_\_\_

The telephone number for the Project Manager is:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The Contractor shall provide a Project Manager for this contract who shall have the authority to make any no-cost contract technical decisions, or special arrangements regarding this contract. The Project Manager shall be responsible for the overall management and coordination of this contract and shall act as the central point of contact with the Government. The Project Manager shall have full authority to act for the Contractor in the performance of the required services. The Project Manager, or a designated representative, shall meet with the COTR to discuss problem areas as they occur. The Project Manager or deigned representative shall respond within four hours after notification of the existence of a problem. The Project Manager shall be able to fluently read, write, and speak the English language.

[End Of Clause]

G-2

## **G.2 ADJUSTING PAYMENTS**

a. Under the Inspection of Services clause of this contract, payments may be adjusted if services do not conform with contract requirements. Deductions will be made in accordance with the criteria contained in the Performance Requirements Summary, Section J, Exhibit 9.

b. The Contracting Officer or a designated representative will inform the Contractor, in writing, of the type and dollar amount of proposed deductions by the 20<sup>th</sup> calendar day of the month following the performance period for which the deductions are being made. However, this does not preclude the Contracting Officer from taking deductions for prior deficiencies that were unknown to Government officials during normal or routine inspections.

c. The Contractor may, within 20 calendar days of receipt of the notification of the proposed deductions, present to the Contracting Officer or the designated representative specific reasons why any or all of the proposed deductions are not justified. Reasons must be solidly based and must provide specific facts that justify reconsideration and/or adjustment of the amount to be deducted. Failure to respond within the 20-day period will be interpreted to mean that the contractor accepts the deductions proposed. If the contractor does not reply the deductions will be applied against the next invoice.

d. If the contractor does reply and questions the deductions a contracting Officer's decision will be rendered prior to deductions being made in accordance with the Disputes Clause, FAR 52.233-1. Payments (except for the final payment) will not be delayed or withheld until disputes over proposed deductions are settled. If the Contracting Officer determines that any or all of the proposed deductions are warranted, the Contracting Officer shall so notify the Contractor, and subsequent payments under the contract will be adjusted accordingly.

### **G.3 INVOICE REQUIREMENTS**

a. An original invoice shall be submitted monthly to the Accounting Office designated below:

IRS Beckley Finance Center  
P.O. Box 9002  
Beckley, WV 25802-9002

b. To improve the timeliness of the inspection and acceptance of delivered goods and/or services and receipt of payment by the contractor, copies of the invoice, clearly marked as "information copies" shall be submitted to the COTR and the Contract Administrator concurrently.

c. To constitute a proper invoice, the invoice must be submitted in accordance with FAR 52.232-25, Prompt Payment Clause, and include the following:

1. Company's name and Taxpayer Identification Number (TIN)
2. Invoice date

3. Contract Number
4. Description, price, period covered, and quantity of property and services actually delivered or received
5. Shipping and payment terms.
6. Name (where practicable), title, phone number, and complete mailing address of responsible individual to whom questions concerning payment or invoice may be addressed.

d. Invoices for basic services shall be submitted monthly. Additional Services, if ordered, shall be invoiced as a separate line item on the monthly invoice specifying the total number of hours, the total amount, and description of services rendered.

#### **G.4 FINAL PAYMENT**

a. Before final payment is made under this contract, the Contractor shall furnish the Contracting Officer with a written release from all claims arising under this contract except those specifically identified by stated amounts in the release. If the Contractor's claim to amounts payable under the contract has been assigned under the Assignment of Claims Act of 1940, as amended (31 U.S.C. 3727, 41 U.S.C.15), a release may also be required of the assignee.

b. The final (last) payment will be delayed approximately 30 days to ensure all necessary adjustments for nonperformance or unsatisfactory performance have been made and that a release of claims has been submitted.

## **SECTION H SPECIAL CONTRACT REQUIREMENTS**

### **H.1 DTAR 1052.228-70 INSURANCE (MAR 2002)**

In accordance with the clause entitled "Insurance -- Work on a Government Installation" [or "Insurance --Liability to Third Persons"] in Section I, insurance of the following kinds and minimum amounts shall be provided and maintained during the entire period of performance of this contract:

(a) Workers' compensation and employees liability. The contractor shall, as a minimum, meet the requirements specified at FAR 28.307-2(a). (Employer's liability coverage of at least \$100,000 shall be required.)

(b) General liability. The contractor shall, as a minimum, meet the requirements specified at FAR 28.307-2(b). (Bodily injury liability of at least \$500,000 per occurrence.)

(c) Automobile liability. The contractor shall, as a minimum, meet the requirements specified at FAR 28.307-2(c). (Coverage of at least \$200,000 per person and \$500,000 per occurrence for property damage.)

(End of clause)

### **H.2 1052.242-9000 POST AWARD EVALUATION OF CONTRACTOR PERFORMANCE (OCT 2000)**

#### **a. Contractor Performance Evaluations**

Interim and final evaluations of contractor performance will be prepared on this contract in accordance with FAR Subpart 42.15. A final performance evaluation will be prepared at the time of completion of work. In addition to the final evaluation, interim evaluations will be prepared annually. Interim and final evaluations will be provided to the Contractor as soon as practicable after completion of the evaluation. The Contractor will be permitted thirty days to review the document and to submit additional information or a rebutting statement. Any disagreement between the parties regarding an evaluation will be referred to an individual one level above the Contracting Officer, whose decision will be final. Copies of the evaluations, Contractor responses, and review comments, if any will be retained as part of the contract file, and may be used to support future award decisions.

b. Electronic Access to Contractor Performance Evaluations Contractors that have Internet capability may access evaluations through a secure Web site for review and comment by completing the registration form that can be obtained at the following address:

<http://www.ppirs.gov>

c. The registration process requires the contractor to identify an individual that will serve as a primary contact and who will be authorized access to the evaluation for review and comment. In addition, the Contractor will be required to identify an alternate contact who will be responsible for notifying the cognizant contracting official in the event the primary contact is unavailable to process the evaluation within the required 30-day time frame.

### **H.3 DISCLOSURE PROVISIONS**

Contractor personnel performing under the contract, including all road supervisors and agents and officers of the Contractor engaged in periodic on-site inspections of security force employees, shall not remove any document (including notes, stenographic notes, extra copies, partial or incorrect reproductions, carbon papers, carbon ribbon, photographs, transparencies, photo negative, microfilm, (microfilm, microfiche, etc.), magnetic tapes, magnetic disks, or any material of any document, form, or characteristic on which information may be recorded or image transferred, from any container, receptacle, working surface, space, or area without the expressed written authorization of the Internal Revenue Service.

### **H.4 SERVICE CONTRACT ACT/APPLICABLE MINIMUM HOURLY RATES OF WAGES**

The Service Contract Act of 1965 applies to this acquisition and employees employed by the contractor must be paid at least the minimum wages and fringe benefits as determined by the Secretary of Labor and listed in the latest revision of the applicable wage determination(s). Employees employed under the current contract are subject to a Collective Bargaining Agreement with ITPEU/AFLCIO. Department of Labor Wage Determination No. 1994-2045 and 1994-2073 applies to this acquisition and can be found in Section J, Exhibit 11 along with the Economic Provisions of the Collective Bargaining Agreement.

### **H.5 NONPAYMENT FOR UNAUTHORIZED WORK**

No payments will be made for any unauthorized supplies or services, or for any unauthorized changes to the work specified herein. This includes any service performed by the Contractor of his own volition or at the request of an individual other than a duly appointed Contracting Officer. Only a duly appointed Contracting Officer is authorized to change the specifications, terms, and conditions in this contract.

### **H.6 PERMITS, LICENSES, AND CERTIFICATES**

a. In performance of work under this contract, the Contractor shall be responsible for determining and obtaining all necessary permits, licenses, and certificates and for complying with all applicable Federal, State, and Municipal laws.

b. The Contractor will be responsible for all fees and assessments associated with each and every permit, license, or certificate necessary under this contract, unless otherwise provided elsewhere in the contract.

c. The contractor shall provide a copy of all occupational licenses to the COTR.

## **H.7 INTERFERENCE WITH BUSINESS**

The work shall be carried on in such a manner that there will be no interruption or interference with the proper execution of Government business. All persons employed under this contract shall comply with all building regulations while on the premises.

## **H.8 CONTRACTOR PERSONNEL ACCESS AND SECURITY BACKGROUND CLEARANCES**

(1) General.

a. Contractor personnel and the Contractor's Sub-contractor personnel who will be granted staff-like access to IRS facilities shall be required to undergo a National Background Investigation Center (NBIC) investigation. Any Contractor employee who needs to have an investigation completed shall not be permitted to work on this contract without the required investigation. Access to IRS facilities, information systems, security items and products, and sensitive but unclassified information may be denied or revoked by the IRS based upon unsanctioned, negligent or willful action on the part of the Contractor or the Contractor's employees.

b. Prior to beginning any work under this contract, all Contractor employee(s) shall submit the necessary paperwork and fingerprinting to the Contracting Officer's Technical Representative (COTR) as follows:

One (1) completed Access Listing Form 10853

One (1) completed Form FD-258, Fingerprint Chart for each employee

One (1) completed Standard Form 86, Questionnaire for National Security Positions for each employee

c. The Contractor employee(s) will not be permitted staff-like access to IRS facilities, systems and/or data, as applicable to contract performance until the COTR is notified that the individual(s) have passed the background investigation. The expected turn-around time on these investigations is usually 5 business days for interim approval. Until such time that the investigation is complete, the Contractor's employee(s) will not be allowed to work at any IRS facilities. It is the Contractor's responsibility to submit the proper paperwork and fingerprint charts in a timely manner to the COTR; this should be done no later than **15** business days before the Contractor's employee(s) begin work. The Government is

responsible for obtaining National Agency Checks for contract personnel. The Government will provide necessary forms.

d. The Government shall have and exercise full and complete control over granting, denying, withholding, or terminating clearances for contract personnel. If the Contracting Officer receives an unsuitable report (e.g., arrest for drug or alcohol abuse, delinquent taxes, felony committed, etc.) on any individual after processing of these forms, or if the COTR finds a prospective employee to be unsuitable or unfit for his/her assigned duties, the Contractor shall be advised immediately that such individual cannot continue to work or be assigned to work under the contract.

e. Previously Cleared Individuals

Required security forms need not be submitted for incumbent contract personnel who have been previously cleared through the security process by the **NBIC within the past year**, unless specifically requested to do so by the COTR.

f. Subsequent Clearances.

1. National Agency Check with Law and Credit Investigations shall be re-performed for all incumbent contract personnel no later than every five years from anniversary date of last check.

2. If the Contractor fails to submit the paperwork for a Contractor employee or a Subcontractor employee in a timely manner, the Contractor may, at the IRS discretion, be responsible for providing a Contract employee who has staff-like access to act as the escort for this individual(s). This includes subcontractors who work primarily outside.

3. Investigation results that reveal discreditable information about a Contractor employee may be sufficient cause to deny or revoke staff-like access for that employee under this contract. Discreditable information includes, but is not limited to, conviction of a felony, a crime of violence, or a serious misdemeanor, and a record of arrests for continuing offenses.

(2) Definitions.

a. Staff-like access: Unescorted access to Treasury-owned or Treasury controlled facilities, information systems, security items and products (as determined by Treasury or IRS Officials), and/or sensitive but unclassified information by Contractor personnel.

b. Lawful permanent resident: Any individual who is not a citizen or national of the United States who legally resides in the United States, is eligible for employment in the

United States, and possesses the appropriate documentation from the Immigration and Naturalization Service to prove that status.

c. Escort: An individual who is an IRS employee who has staff-like access. The individual will stay within eyesight of the non-cleared individual at all times.

d. Citizenship-Related Requirements: Every Contractor employee or subcontractor employee working inside any IRS-related facility shall satisfy at least one of the following requirements:

- (1) is a U.S. Citizen; or,
- (2) is a Lawful Permanent Resident of the U.S.

### (3) Approval Process.

a. Within 15 calendar days after contract award, the Contractor shall provide the COTR with a list of names of all applicable Contractor employees to be investigated. Information provided to the COTR shall include name, Social Security number, birth date and the IRS location(s) for which access is requested.

b. To start the investigation, the Contractor shall submit the forms or information needed to begin the process according to instructions provided by the COTR. The COTR shall return forms by a date agreed upon. The investigative process shall consist of a range of personal background inquiries and contacts (written and in-person) to verify the information provided.

c. After completing the active investigative phase, the COTR shall confer with the appropriate IRS offices and then notify the Contractor as to an individual's eligibility or ineligibility to work on this contract. The notification shall be in writing. Additionally, in the event that an individual is found to be ineligible, the COTR shall provide a notice in writing to that person of the general nature of the adverse information that formed the basis for a negative decision.

### (4) Adverse Information and Revocation of Access.

During the background check, if unfavorable or derogatory information is found, the Contractor employee will be informed and offered an opportunity to refute, explain or mitigate the information in question. However, if after final adjudication, it is determined to deny or revoke staff-like access to the employee, that person will be formally notified of the decision and the reason(s). The decision to deny or revoke access is not meant to imply that the Contractor employee is otherwise unsuitable for employment by the Contractor. Adverse information developed during the background investigation shall not be released by the IRS to the Contractor.

### (5) Nondisclosure of Information.



Neither the Contractor nor any of its employees shall inspect, divulge or release data or information developed or obtained during performance of this contract, except to authorized Government personnel with an established need to know or upon written approval of the COTR. Information contained in all source documents and other media provided by IRS are the sole property of the IRS.

(6) Contract Performance.

If IRS received disqualifying information about a Contractor employee, the Contractor, upon written notice, will immediately remove the employee from work on this contract. Contractor employees may be barred from working on this contract for failing to meet or maintain the suitability standards. Failure to comply with the terms of this clause may result in termination for default.

(7) Notification

The Contractor shall immediately notify the COTR in writing (with a copy to the Contracting Officer) whenever a cleared employee terminates employment or is no longer working on this contract. The Contractor shall also immediately notify the COTR of any breach or suspected breach of security or any unauthorized disclosure of the information contained in the automated system specified in this contract.

(8) Subcontracts

The Contractor shall incorporate this clause in all subcontracts where the requirements specified in Paragraph (1) of this Section are applicable to performance of the subcontract.

(9) Security Clearance Renewals

The IRS has the right to require that all Contractor employees and subcontractor employees undergo a new security clearance check every five years. Upon notification from the IRS that they are enforcing the five-year requirement, the Contractor shall provide the IRS with the necessary paperwork and fingerprinting for all Contractor employees and Subcontractor employees within 30 days.

## **H.9 IDENTIFICATION OF CONTRACTOR EMPLOYEES**

a. Each contract employee must have in his/her possession while on the premises, an IRS photo identification card issued by an authorized representative of the IRS. No employee or other official(s) of the contractor engaged in the administration and supervision of the contract will be permitted to enter on duty or otherwise enter the premises until such time as an IRS identification badge is issued.

b. The Contractor shall make his employees available for photo identification badges on a schedule to be worked out with the COTR. IRS will make badges for contractor's employees after receipt of favorable security reports. IRS personnel will take the pictures and furnish the equipment and material to make the identification badges. Contractor employees shall sign the badge at the time of photographing.

#### **H.10 RECORD OF ARRIVAL/DEPARTURE**

a. The contractor's employee shall sign in and sign out at Door 18 or other designated point when reporting for duty and when leaving at the end of the work day. The Record of Time of Arrival and Departure, GSA Form 139, or equivalent, provided by the COTR shall be used for this purpose. It is the Contractor's responsibility to collect and submit daily sign-in sheets to the COTR in a timely manner but no less than once weekly.

b. When signing in, they will receive their badge from the guard station. Employee shall wear their identification badges, completely visible, above the waist, at all time while on IRS property. The contractor's employees are not allowed on the premises except when on or reporting for official duty or when conducting official company business applicable to this contract with on-site supervisors. The Contractor shall notify the COTR when badges are lost or stolen.

#### **H.11 STANDARDS OF CONDUCT**

The Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance, and integrity and shall be responsible for taking such disciplinary action with respect to his/her employees as may be necessary. The Contractor is also responsible for ensuring his/her employees do not disturb papers on desks, open desk drawers or cabinets, or use Government telephones, except as authorized. Each employee is expected to adhere to standards of behavior that reflect credit on himself/herself, his/her employer, and the United States Government.

#### **H.12 REMOVAL FROM DUTY**

a. The Contracting Officer or COTR will request the Contractor to immediately remove any employee from the work site should it be determined that the employee has been disqualified for either suitability or security reasons, or found to be unfit for performing security duties during his/her tour of duty.

b. The Contractor shall comply with these requests. For clarification, a determination of unfitness may be made for, but not limited to, incidents involving the most immediately identifiable types of misconduct or delinquency as set forth below:

c. Violation of the Rules and Regulations Governing Public Buildings and Grounds, 41 CFR 101-20.3.

d. Neglect of duty, including sleeping while on duty, unreasonable delays or failure to carry out assigned tasks, conducting personal affairs during official time, and refusing to render assistance or cooperate in upholding the integrity of the security program at the work sites.

e. Falsification or unlawful concealment, removal, mutilation, or destruction of any official documents or records or concealment of material facts by willful omissions from official documents or records.

f. Disorderly conduct, use of abusive or offensive language, quarreling, unjustified intimidation by words or deeds, or fighting. Also, participation in disruptive activities which interfere with the normal and efficient operations of the Government.

g. Theft, vandalism, immoral conduct, or any other criminal actions.

h. Selling, consuming, or being under the influence of intoxicants, drugs, or substances which produce similar effects.

i. Improper use of official authority or credentials.

j. Unauthorized use of communications equipment or any Government property.

k. Misuse of weapon(s).

l. Violation of security procedures or regulations.

m. Sexual harassment.

### **H.13 ACKNOWLEDGEMENT**

All contractor's personnel performing work under the contract shall sign a statement of understanding regarding the Disclosure and Removal from Duty provisions outlined in this section.

**H.14 DEPARTMENT OF THE TREASURY SUPPORT FOR ACQUISITION OF PRODUCTS AND SERVICES WITH RECOVERED MATERIAL CONTENT (MAR 1993)**

The Department of the Treasury strongly supports the use of products with the Maximum extent of recovered material content. Contractors are encouraged to utilize recovered material content wherever such use will allow compliance with the specifications.

**H.15 KEY PERSONNEL**

The Project Manager, Shift Supervisors, and Canine Handlers are considered key Personnel for this contract and essential to the work being performed under this contract. If these individuals leave the Contractor's employment or are reassigned to other programs, the Contractor shall notify the Contracting Officer reasonably in advance and shall submit the resumes (Section J, Exhibit 7) of replacement for evaluation and acceptance by the Government.

## SECTION I CONTRACT CLAUSES

### I.1 52.252-1 Solicitation Provisions Incorporated by Reference (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es): <http://www.arnet.gov/far/>

### Federal Acquisition Regulation (48 CFR Chapter 1) Clauses Incorporated by Reference

<u>NUMBER</u>	<u>TITLE</u>	<u>DATE</u>
52.202-1	DEFINITIONS	(DEC 2001)
52.203-3	GRATUITIES	(APR 1984)
52.203-5	COVENANT AGAINST CONTINGENT FEES	(APR 1984)
52.203-6	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT	(JUL 1995)
52.203-7	ANTI-KICKBACK PROCEDURES	(JUL 1995)
52.203-8	CANCELLATION, RESCISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY	(JAN 1997)
52.203-10	PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY	(JAN 1997)
52.204-4	PRINTED OR COPIED DOUBLE-SIDED ON RECYCLED PAPER	(AUG 2000)
52.204-7	CENTRAL CONTRACTOR REGISTRATION	(OCT 2003)
52.209-6	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT	(JUL 1995)
52.215-2	AUDIT AND RECORDS--NEGOTIATION	(JUN 1999)
52.215-8	ORDER OF PRECEDENCE--UNIFORM CONTRACT FORMAT	(OCT 1997)
52.215-19	NOTIFICATION OF OWNERSHIP CHANGES	(OCT 1997)

52.219-8	UTILIZATION OF SMALL BUSINESS CONCERNS	(MAY 2004)
52.219-14	LIMITATIONS ON SUBCONTRACTING	(DEC 1996)
52.222-1	NOTICE TO THE GOVERNMENT OF LABOR DISPUTES	(FEB 1997)
52.222-3	CONVICT LABOR	(JUN 2003)
52.222-21	PROHIBITION OF SEGREGATED FACILITIES	(FEB 1999)
52.222-26	EQUAL OPPORTUNITY	(APR 2002)
52.222-35	52.222-35 EQUAL OPPORTUNITY FOR SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS	(DEC 2001)
52.222-36	AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES	(JUN 1998)
52.222-37	EMPLOYMENT REPORTS ON SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS.	(DEC 2001)
52.222-41	SERVICE CONTRACT ACT OF 1965, AS AMENDED	(MAY 1989)
52.222-43	FAIR LABOR STANDARDS ACT AND SERVICE CONTRACT ACT--PRICE ADJUSTMENT (MULTIPLE YEAR AND OPTION CONTRACTS)	(MAY 1989)
52.223-3	HAZARDOUS MATERIAL IDENTIFICATION AND MATERIAL SAFETY DATA	(JAN 1997)
52.223-5	POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION	(AUG 2003)
52.223-6	DRUG-FREE WORKPLACE	(MAY 2001)
52.223-10	WASTE REDUCTION PROGRAM	(AUG 2000)
52.223-14	TOXIC CHEMICAL RELEASE REPORTING	(AUG 2003)
52.225-13	RESTRICTIONS ON CERTAIN FOREIGN PURCHASES	(DEC 2003)
52.227-1	AUTHORIZATION AND CONSENT	(JUL 1995)
52.228-5	INSURANCE--WORK ON A GOVERNMENT INSTALLATION	(JAN 1997)
52.229-3	FEDERAL, STATE, AND LOCAL TAXES	(APR 2003)
52.232-1	PAYMENTS	(APR 1984)
52.232-8	DISCOUNTS FOR PROMPT PAYMENT	(FEB 2002)
52.232-9	LIMITATION ON WITHHOLDING OF PAYMENTS	(APR 1984)
52.232-11	EXTRAS	(APR 1984)
52.232-17	INTEREST	(JUN 1996)
52.232-18	AVAILABILITY OF FUNDS	(APR 1984)
52.232-23	ASSIGNMENT OF CLAIMS	(JAN 1986)

52.232-25	PROMPT PAYMENT	(OCT 2003)
52.232-33	PAYMENT BY ELECTRONIC FUNDS TRANSFER-- CENTRAL CONTRACTOR REGISTRATION	(OCT 2003)
52.233-1	DISPUTES	(JUL 2002)
52.233-3	PROTEST AFTER AWARD	(AUG 1996)
52.237-2	PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION	(APR 1984)
52.237-3	CONTINUITY OF SERVICES	(JAN 1991)
52.242-13	BANKRUPTCY	(JUL 1995)
52.243-1 I	CHANGES--FIXED-PRICE (AUG 1987)--ALTERNATE I	(AUG 1987)
52.244-5	COMPETITION IN SUBCONTRACTING	(DEC 1996)
52.245-1	PROPERTY RECORDS	(APR 1984)
52.245-4	GOVERNMENT-FURNISHED PROPERTY (SHORT FORM)	(JUN 2003)
52.246-25	LIMITATION OF LIABILITY--SERVICES	(FEB 1997)
52.248-1	VALUE ENGINEERING	(FEB 2000)
52.249-2	TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (FIXED-PRICE)	(MAY 2004)
52.249-8	DEFAULT (FIXED-PRICE SUPPLY AND SERVICE)	(APR 1984)
52.253-1	COMPUTER GENERATED FORMS	(JAN 1991)

## **I.2 52.203-12 LIMITATION ON PAYMENTS TO INFLUENCE**

### **CERTAIN FEDERAL TRANSACTIONS (JUN 2003) (DEVIATION)**

#### **(a) Definitions.**

"Agency," as used in this clause, means executive agency as defined in 2.101.

"Covered Federal action," as used in this clause, means any of the following Federal actions:

- (a) The awarding of any Federal contract.
- (b) The making of any Federal grant.
- (c) The making of any Federal loan.
- (d) The entering into of any cooperative agreement.
- (e) The extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

"Indian tribe" and "tribal organization," as used in this clause, have the meaning provided in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450B) and include Alaskan natives.

"Influencing or attempting to influence," as used in this clause, means making, with the intent to influence, any communication to or an appearance before an officer or employee of any agency, a Member of Congress, an officer or employee of Congress,

or an employee of a Member of Congress in connection with any covered Federal action.

"Local government," as used in this clause, means a unit of government in a State and, if chartered, established, or otherwise recognized by a State for the performance of a governmental duty, including a local public authority, a special district, an intrastate district, a council of governments, a sponsor group representative organization, and any other instrumentality of a local government.

"Officer or employee of an agency," as used in this clause, includes the following individuals who are employed by an agency:

(a) An individual who is appointed to a position in the Government under title 5, United States Code, including a position under a temporary appointment.

(b) A member of the uniformed services, as defined in subsection 101(3), title 37, United States Code.

(c) A special Government employee, as defined in section 202, title 18, United States Code.

(d) An individual who is a member of a Federal Advisory Committee Act, title 5, United States Code, appendix 2.

"Person," as used in this clause, means an individual, corporation, company, association, authority, firm, partnership, society, State, and local government, regardless of whether such entity is operated for profit, or not for profit. This term excludes an Indian tribe, tribal organization, or any other Indian organization with respect to expenditures specifically permitted by other Federal law.

"Reasonable compensation," as used in this clause, means, with respect to a regularly employed officer or employee of any person, compensation that is consistent with the normal compensation for such officer or employee for such work that is not furnished to, not funded by, or not furnished in cooperation with the Federal Government.

"Reasonable payment," as used in this clause, means, with respect to professional and other technical services, a payment in an amount that is consistent with the amount normally paid for such services in the private sector.

"Recipient," as used in this clause, includes the Contractor and all subcontractors. This term excludes an Indian tribe, tribal organization, or any other Indian organization with respect to expenditures specifically permitted by other Federal law.

"Regularly employed," as used in this clause, means, with respect to an officer or employee of a person requesting or receiving a Federal contract, an officer or employee who is employed by such person for at least 130 working days within 1 year immediately preceding the date of the submission that initiates agency consideration of such person for receipt of such contract. An officer or employee who is employed by such person for less than 130 working days within 1 year immediately preceding the date of the submission that initiates agency consideration of such person shall be considered to be regularly employed as soon as he or she is employed by such person for 130 working days.

"State," as used in this clause, means a State of the United States, the District of



Columbia, the Commonwealth of Puerto Rico, a territory or possession of the United States, an agency or instrumentality of a State, and multi-State, regional, or interstate entity having governmental duties and powers.

(b) Prohibitions.

(1) Section 1352 of title 31, United States Code, among other things, prohibits a recipient of a Federal contract, grant, loan, or cooperative agreement from using appropriated funds to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered Federal action: The awarding of any Federal contract; the making of any Federal grant; the making of any Federal loan; the entering into any cooperative agreement; or the modification of any Federal contract, grant, loan, or cooperative agreement.

(2) The Act also requires Contractors to furnish a disclosure if any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a Federal contract, grant, loan or cooperative agreement.

(3) The prohibitions of the Act do not apply under the following conditions:

(i) Agency and legislative liaison by own employees.

(A) The prohibition on the use of appropriated funds, in subparagraph (b)(1) of this clause, does not apply in the case of a payment of reasonable compensation made to an officer or employee of a person requesting or receiving a covered Federal action if the payment is for agency and legislative liaison activities not directly related to a covered Federal action.

(B) For purposes of subdivision (b)(3)(i)(A) of this clause, providing any information specifically requested by an agency or Congress is permitted at any time.

(C) The following agency and legislative liaison activities are permitted at any time where they are not related to a specific solicitation for any covered Federal action:

(1) Discussing with an agency the qualities and characteristics (including individual demonstrations) of the person's products or services, conditions or terms of sale, and service capabilities.

(2) Technical discussions and other activities regarding the application or adaptation of the person's products or services for an agency's use.

(D) The following agency and legislative liaison activities are permitted where they are prior to formal solicitation of any covered Federal action-

(1) Providing any information not specifically requested but necessary for an agency to make an informed decision about initiation of a covered Federal action;

(2) Technical discussions regarding the preparation if any unsolicited proposal prior to its official submission; and

(3) Capability presentations by persons seeking awards from an agency pursuant to the provision of the Small Business Act, as amended by Pub. L. 95-507, and subsequent amendments.

(E) Only those services expressly authorized by subdivision (b)(3)(i)(A) of this clause are permitted under this clause.

(ii) Professional and technical services.

(A) The prohibition on the use of appropriated funds, in subparagraph (b)(1) of this clause, does not apply in the case of-

(1) A payment of reasonable compensation made to an officer or employee of a person requesting or receiving a covered Federal action or any extension, continuation, renewal, amendment, or modification of a covered Federal action, if payment is for professional or technical services rendered directly in the preparation, submission, or negotiation of any bid, proposal, or application for that Federal action or for meeting

requirements imposed by or pursuant to law as a condition for receiving that Federal action.

(2) Any reasonable payment to a person, other than an officer or employee of a person requesting or receiving a covered Federal action or any extension, continuation, renewal, amendment, or modification of a covered Federal action if the payment is for

professional or technical services rendered directly in the preparation, submission, or negotiation of any bid, proposal, or application for that Federal action or for meeting requirements imposed by or pursuant to law as a condition for receiving that Federal action. Persons other than officers or employees of a person requesting or receiving a covered Federal action include consultants and trade associations.

(B) For purposes of subdivision (b)(3)(ii)(A) of this clause, "professional and technical services" shall be limited to advice and analysis directly applying any professional or technical discipline. The following examples are not intended to be all inclusive, to limit the application of the professional or technical exemption provided in the law, or to limit the exemption to licensed professionals. For example, drafting of a legal document accompanying a bid or proposal by a lawyer is allowable.

Similarly, technical advice provided by an engineer on the performance or operational capability of a piece of equipment rendered directly in the negotiation of a contract is allowable. However, communication with a technical person (such as a licensed accountant) are not allowable under this section unless they provide advice and analysis directly applying their professional or technical expertise and unless the advice or analysis is rendered directly and solely in the preparation, submission or negotiation of a covered Federal action. Thus, for example, communication with the intent to influence made by a lawyer that do not provide legal advice or analysis directly and solely related to the legal aspects of his or her client's proposal, but generally advocate one proposal over another are not allowable under this section because the lawyer is not providing professional legal services. Similarly, communications with the intent to influence made by an engineer providing an engineering analysis prior to the preparation or submission of an bid or proposal are

not allowable under this section since the engineer is providing technical services but not directly in the preparation, submission or negotiation of a covered Federal action.

(C) Requirements imposed by or pursuant to law as a condition for receiving a covered Federal award include those required by law or regulation and any other requirements in the actual award documents.

(D) Only those services expressly authorized by subdivisions (b)(3)(ii)(A)(1) and (2) of this clause are permitted under this clause.

(E) The reporting requirements of FAR 3.803(a) shall not apply with respect to payments of reasonable compensation made to regularly employed officer or employees of a person.

(iii) Selling activities by independent sales representatives. The prohibition on the use of appropriated funds, in subparagraph (b)(1) of this clause, does not apply to the following selling activities before an agency by independent sales representatives, provided such activities are prior to formal solicitation by an agency and are specifically limited to the merits of the matter:

(A) Discussing with an agency (including individual demonstrations) the qualities and characteristics of the person's products or services, conditions or terms of sale, and service capabilities; and

(B) Technical discussions and other activities regarding the application or adaptation of the person's products or services for an agency's use.

(c) Disclosure.

(1) The Contractor who requests or receives from an agency a Federal contract shall file with that agency a disclosure form, OMB standard form LLL, Disclosure of Lobbying Activities, if such person has made or has agreed to make any payment using nonappropriated funds (to include profits from any covered Federal action), which would be prohibited under subparagraph (b)(1) of this clause, if paid for with appropriated funds.

(2) The Contractor shall file a disclosure form at the end of each calendar quarter in which there occurs any event that materially affects the accuracy of the information contained in any disclosure form previously filed by such person under subparagraph (c)(1) of this clause. An event that materially affects the accuracy of the information reported includes-

(i) A cumulative increase of \$25,000 or more in the amount paid or expected to be paid for influencing or attempting to influence a covered Federal action; or

(ii) A change in the person(s) or individual(s) influencing or attempting to influence a covered Federal action; or

(iii) A change in the officer(s), employee(s), or Member(s) contacted to influence or attempt to influence a covered Federal action.

(3) The Contractor shall require the submittal of a certification, and if required, a disclosure form by any person who requests or receives any subcontract exceeding \$100,000 under the Federal contract.

(4) All subcontractor disclosure forms (but not certifications) shall be forwarded from tier to tier until received by the prime Contractor. The prime Contractor shall submit

all disclosures to the Contracting Officer at the end of the calendar quarter in which the disclosure form is submitted by the subcontractor. Each subcontractor certification shall be retained in the subcontract file of the awarding Contractor.

(d) Agreement. The Contractor agrees not to make any payment prohibited by this clause.

(e) Penalties.

(1) Any person who makes an expenditure prohibited under paragraph (a) of this clause or who fails to file or amend the disclosure form to be filed or amended by paragraph (b) of this clause shall be subject to civil penalties as provided by 31 USC 1352. An imposition of a civil penalty does not prevent the Government from seeking any other remedy that may be applicable.

(2) Contractors may rely without liability on the representation made by their subcontractors in the certification and disclosure form.

(f) Cost allowability. Nothing in this clause makes allowable or reasonable any cost which would otherwise be unallowable or unreasonable. Conversely, costs made specifically unallowable by the requirements in this clause will not be made allowable under any other provision.

(End of clause)

### **I.3 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)**

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 60 days.

(End of clause)

### **I.4 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)**

(a) The Government may extend the term of this contract by written notice to the Contractor within 60 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed five (5) years.

(End of clause)

**I.5 52.219-18 NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE 8(A) CONCERNS - ALTERNATE III (DEVIATION) (JUNE 2003)**

(a) Offers are solicited only from small business concerns expressly certified by the Small Business Administration (SBA) for participation in the SBA's 8(a) Program and which meet the following criteria at the time of submission of offer-

(1) The Offeror is in conformance with the 8(a) support limitation set forth in its approved business plan; and

(2) The Offeror is in conformance with the Business Activity Targets set forth in its approved business plan or any remedial action directed by the SBA.

(b) By submission of its offer, the Offeror represents that it meets all of the criteria set forth in paragraph (a) of this clause.

(c) Any award resulting from this solicitation will be made to the Small Business Administration, which will subcontract performance to the successful 8(a) offeror selected through the evaluation criteria set forth in this solicitation.

(d)(1) *Agreement.* A small business concern submitting an offer in its own name shall furnish, in performing the contract, only end items manufactured or produced by small business concerns in the United States or its outlying areas. If this procurement is processed under simplified acquisition procedures and the total amount of this contract does not exceed \$25,000, a small business concern may furnish the product of any domestic firm. This paragraph does not apply to construction or service contracts.

(2) The \_\_\_\_\_ [*insert name of SBA's contractor*] will notify the \_\_\_\_\_ [*insert name of contracting agency*] Contracting Officer in writing immediately upon entering an agreement (either oral or written) to transfer all or part of its stock or other ownership interest to any other party.

(End of clause)

**I.6 52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 1989)**

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

THIS STATEMENT IS FOR INFORMATION ONLY (IT IS NOT A WAGE DETERMINATION):

"Guard I, GS-4, \$11.01" "Guard II, GS-5, \$12.31"

(End of clause)

## **I.7 52.222-47 SERVICE CONTRACT ACT (SCA) MINIMUM WAGES AND FRINGE BENEFITS (MAY 1989)**

An SCA wage determination applicable to this work has been requested from the U.S. Department of Labor. If an SCA wage determination is not incorporated herein, the bidders/offers shall consider the economic terms of the collective bargaining agreement (CBA) between the incumbent Contractor and the ITPEU/AFL-CIO. If the economic terms of the collective bargaining agreement or the collective bargaining agreement itself is not attached to the solicitation, copies can be obtained from the Contracting Officer. Pursuant to Department of Labor Regulation, 29 CFR 4.1b and paragraph (g) of the clause at 52.222-41, Service Contract Act of 1965, as amended, the economic terms of that agreement will apply to the contract resulting from this solicitation, notwithstanding the absence of a wage determination reflecting such terms, unless it is determined that the agreement was not the result of arm's length negotiations or that after a hearing pursuant to section 4(c) of the Act, the economic terms of the agreement are substantially at variance with the wages prevailing in the area.

(End of clause)

## **I.8 52.252-6 AUTHORIZED DEVIATIONS IN CLAUSES (APR 1984)**

(a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the clause.

(b) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR ) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End of clause)

## **I.9 DT1052.219-72 Section 8(a) Direct Awards (MAY 1998)**

(a) This purchase order or contract is issued as a direct award between the contracting activity and the 8(a) contractor pursuant to the Memorandum of Understanding between the Small Business Administration (SBA) and the Department of the Treasury. SBA retains responsibility for 8(a) certification, 8(a) eligibility determinations and related issues, and provides counseling and assistance to the 8(a) contractor under the 8(a) program. The cognizant SBA district office is:

(b) The contracting officer is responsible for administering the purchase order or contract and taking any action on behalf of the Government under the terms and conditions of the purchase order or contract. However, the contracting officer shall give advance notice to the SBA before it issues a final notice terminating performance, either in whole or in part, under the purchase order or contract. The contracting officer shall also coordinate with SBA prior to processing any novation agreement. The contracting officer may assign contract administration functions to a contract administration office.

(c) The contractor agrees:

(1) to notify the contracting officer, simultaneously with its notification to SBA (as required by SBA's 8(a) regulations), when the owner or owners upon whom 8(a) eligibility is based, plan to relinquish ownership or control of the concern. Consistent with 15 U.S.C. 637(a)(21), transfer of ownership or control shall result in termination of the contract for convenience, unless SBA waives the requirement for termination prior to the actual relinquishing of control; and,

(2) to adhere to the requirements of FAR 52.219-14, Limitations on Subcontracting.

(End of clause)

## **I.10 IR1052-01-001 ELECTRONIC FUNDS TRANSFER (EFT) PAYMENTS**

Effective May 1, 2002, in order to receive payments under this contract/award, contractors are required to register in the Central Contractor Registration (CCR) database. Beginning October 1, 2002, CCR will be the primary database used to obtain contractor information for all Federal Government contracts. Contractors can complete the on-line CCR registration process by accessing <http://www.ccr.gov>. Annual renewal of a contractor's registration is a requirement. There are mandatory fields in CCR that need to be completed before the registration can become active. For example, contractor business, name, address, telephone, point of contact, business start date, Data Universal Numbering System (DUNS) number (plus 4 digits, if applicable), Taxpayer Identification Number (TIN) and the Electronic Funds Transfer (EFT) account numbers to permit receipt of electronic payments, are all mandatory fields. Registration via the internet can generally be activated within 48 hours, if all the information is complete and accurate. Registration via another method can take up to 30 days.

The CCR web site contains information and a telephone number (800-333-0505) where a contractor can call to get an expedited DUNS number, in order to start the

registration process. Contractors must obtain the EFT account numbers from its own financial institution, if not already known. Contractors will be ineligible for awards, if they are not registered in CCR, unless they meet an exception or apply for a waiver. Contractors requesting a waiver from CCR registration must apply via the Contracting Officer. Only the Bureau Chief Procurement Officer (BCPO) can approve a waiver from CCR registration and permit the award action, if the contractor is not registered in CCR. Any contractor meeting an exception or obtaining a waiver from CCR registration is still required to get an EFT account in order to receive electronic payments, in accordance with the Debt Collection Improvement Act. Contractors shall then submit a completed Automated Clearing House (ACH) Vendor/Miscellaneous Payment Enrollment Form (formerly SF 3881) directly to:  
Internal Revenue Service  
Office of Financial Applications Support and Technology  
P. O. Box 3339,  
Cincinnati, Ohio 45201-3339  
Or Fax to: (513) 263-5020

The ACH Vendor/Miscellaneous Payment Enrollment Form can be obtained from the IRS Contracting Officer or from the IRS Office of Financial Applications Support and Technology, points of contact, Joan Aker or Nancy Estep at (513) 263-5069/5055, if not included in this solicitation/award.

In order for contractor invoices to be determined proper and payments made under applicable awards, contractor EFT information must be valid and current. Valid contractor EFT information must include the Agency information; the Payee/Company information including Taxpayer Identification Number (TIN); and the Contractor's financial institution information, including the nine-digit routing transit number, account type and account number. If the contractor is registered in CCR, changes can be made to its business profile at any time. Under this award, if any changes are made to the mandatory business information in CCR, the contractor is required to notify the IRS Beckley Finance Office within three (3) business days. Under this award, those contractors not registered in CCR but enrolled in EFT payments, are also required to report any changes to their business information to the IRS Beckley Finance Office within three (3) business days. Contractors can e-mail notification of their changed CCR and EFT business information directly to:  
CFOBFC.CCRPaymentinformation@irs.gov

Valid contractor EFT payment information is required in order for the Government to make any payment under this award. Invoices received prior to the receipt of valid EFT information shall be deemed improper for the purpose of prompt payment under this award and payments will be rejected or suspended. Contractors may only request



a waiver from EFT payments if they meet one of the criteria listed on the Request for Waiver of Electronic Funds Transfer (EFT) Payment Form. The waiver request form can be obtained via the Contracting Officer or the IRS Office of Financial Applications Support and Technology at telephone (513) 263-5069/5055 or e-mail Nancy.V.Estep@irs.gov or Joan.Aker@irs.gov. Waivers from EFT Payments are only granted by the IRS Office of Financial Applications Support and Technology and contractors must obtain the waiver from EFT payments, prior to award being made.

## **I.11 IR1052-01-002 PAID SYSTEM**

Access On-line Payment Information. The U. S. Department of Treasury, Financial Management's Payment Advice Internet Delivery (PAID) system provides contractors with invoice payment information included with an Electronic Funds Transfer (EFT) payment made via the Automated Clearing House (ACH) payment system. PAID is free to contractors with Internet access. Registration for the PAID system can be done on-line at <http://fms.treas.gov/paid/> (Note: no "www"). Register using your Taxpayer Identification Number (TIN) and then select a user ID, password, and a specific method of delivery. The PAID webmaster will verify your registration and notify you that your access has been activated within five (5) business days and confirm your acceptance by e-mail. Registered contractors can look up all payments, or search by invoice number, amount, date of payment and other remittance information, such as, interest penalty or discounts taken. Access is limited to your payment data and the information is available for 60 days beginning the day after your account has been activated. If you have any questions about payment information found on PAID, contact IRS, Beckley Finance Center at (304) 256-6000.

## **I.12 IR1052-96-070 NEWS RELEASES**

Under no circumstances shall the Contractor, or anyone acting on behalf of the Contractor, refer to the equipment or services furnished pursuant to the provisions of this contract in any news release or commercial advertising, or in connection with any news release or commercial advertising, without first obtaining explicit written consent to do so from the Contracting Officer. Should any reference to such equipment or services appear in any news release or commercial advertising issued by or on behalf of the Contractor without such consent first being so obtained, the Government shall consider institution of all remedies available under the provisions of this contract.

[End of Clause]

### **I.13 IR1052-96-115 ADVERTISING OF AWARD**

The Contractor agrees not to refer to awards in commercial advertising in such a manner as to state or imply that the product or service provided is endorsed or preferred by the Federal Government or is considered by the Government to be superior to other products or services.

[End of Clause]

**SECTION J  
EXHIBITS****EXHIBIT 1  
LIST OF EXHIBITS**

<b><u>Exhibit Number</u></b>	<b><u>Description</u></b>
Exhibit 1	List of Exhibits
Exhibit 2	Federal Holidays List
Exhibit 3	Training Subjects to be Presented by IRS
Exhibit 4	Training Subjects to be Presented by the Contractor
Exhibit 5	Training Schedule and Plan
Exhibit 6	Report of Training Completion
Exhibit 7	(Typical) Key Personnel Resume
Exhibit 8	Post Inspection Report
Exhibit 8-1	Form 12264, Security Officer Inspection Checklist
Exhibit 8-2	Form 13145, Security Officer Observation list
Exhibit 9	Performance Requirements Summary (PRS)
Exhibits 10a-10e	Guard Post Maps for Fresno, CA
Exhibit 11	DOL Wage Determination and CBA (California Counties of Fresno and Tulare) (39 pages total)
Exhibit 12	GSA Form 252, Found Property (equivalent form used by IRS)
Exhibit 13	GSA Form 1039, Record of Property Found and Attempts to Contact Owner

**EXHIBIT 1 CONTINUED**

<b><u>Exhibit Number</u></b>	<b><u>Description</u></b>
Exhibit 14	FSC Monthly Inventory Form, ID Badge Inventory (form used for the daily ID badge inventory)
Exhibit 15	GSA Form 1051, Firearms & Guard Equipment Monthly Control Register
Exhibit 16	GSA Form 1874, Hours of Duty Schedule
Exhibit 17	GSA Form 2580, Guard Post Assignment Record
Exhibit 18	ROWR Form 12811, Visitor Register (Post Orders)
Exhibit 19	ROWR Form 10480, Security Incident Report
Exhibit 20	SF-88 Substitute, Certificate of Medical Examination
Exhibit 21	SF-93, Report of Medical History
Exhibit 22	FSC Form 0077, Security Inventory Form
Exhibit 23	FSC Form 0408, Guard Operations Log
Exhibit 24	FSC Form 12543, Record of Time of Arrival & Departure from Building
Exhibit 25	FSC Form 0438, Officers and Inspectors Register
Exhibit 26	Patrol Vehicle Requirements
Exhibit 27	Department of Treasury Odor Recognition Proficiency Standard
Exhibit 28	Typical Post Orders, Posts 1 – 31 & Shift Supervisor
Exhibit 29	GSA Form 527, Contractor's Qualification and Financial Information
Exhibit 30	Past Performance Questionnaire

\*Several forms above pertain to sections in the Post Orders Exhibits.

**EXHIBIT 2****FEDERAL HOLIDAYS LIST**

The following Federal holidays are designated for each annual fiscal year period (October-September). During contract performance, the contractor is responsible for timely verifying the specific actual calendar date of each listed Federal holiday with the IRS COTR to ensure and to verify the proper type of coverage at each designated guard post location (refer to Section C for posts and coverage at post).

	<u>Month</u>	<u>Federal Holiday</u>
1.	October	Columbus Day
2.	November	Veterans Day
3.	November	Thanksgiving Day
4.	December	Christmas Day
5.	January	New Year's Day
8.0	January	Martin Luther King Jr. Birthday
7.	February	President's Day
8.	May	Memorial Day
9.	July	Independence Day
10.	September	Labor Day

As circumstances allow, the contractor will be given advance notification, by IRS Contracting Officer, of any other Federal holiday, which does not appear on this list.

**EXHIBIT 3 (IRS)****TRAINING SUBJECTS TO BE PRESENTED BY THE IRS****a. Rules and Regulations**

Discuss IRS's jurisdiction within the Fresno Service Center (FSC) and related support facilities and the Rules and Regulations under which each is operated (CFR 41.101-20.3). Consideration should be given to any special requirements and regulations.

**b. Site Orientation and Duties**

Instructor will discuss the Fresno Service Center and IRS functions and missions. Emphasis shall be placed on the importance of the contract for armed security guards with regard to their function, standards of conduct, appearance, and grooming. Conduct tour of the facility, discuss alarm systems, fire prevention features, and explain the duties of a contract guard at the facility and what is expected of each.

**c. Contracting Officer's Technical Representative(s) COTR(s)**

Explain the roles and the duties of the IRS COTRs and the IRS Contract Inspectors. Identify other IRS personnel who the contract guards and/or the contractor's representative(s) will have contact with and their roles/relationships to the contract.

**d. Personnel Identification Entry and Exit Controls**

Establish the importance of identification of personnel to the physical security of the facility and the role the contract guard will play in this identification. Familiarize the contract guards with the types of personnel identification used throughout the property protected. Explain the various methods of controlling (both by physical presence and electronic alarm systems) personnel and vehicle entry to the facility. Any special intrusion alarm systems will be explained as part of the section.

NOTE: The IRS COTR may elect to give only a broad "overview" during this segment, relying upon additional training later.

**e. Bomb threats and Natural Disaster Responses**

Instructor(s) will present information, as required for each specific facility, regarding the proper procedures for response to the threat of bombs, devices, and natural disasters. This information (training) will be related directly to the procedures used by IRS and local law enforcement agencies.

f. Report Writing and Required Forms/Reports

Develop an understanding of the types, requirements, and necessity of field notes and forms/reports that will be expected from the contract armed security guards. Discuss the use, value, and purpose of forms/reports and field notes. Special instruction shall be given in the preparation of Form 2959, Security Incident Report. Instructor(s) will review and discuss the importance of the following forms:

- a. Form 2959, Security Incident Report
- b. GSA Form 1039, Record of Property Found & Attempt to Contact Owner
- c. GSA Form 252, Found Property
- d. ROWR Form 2183, Visitor Register
- e. FSC Form 0409, Record of Time of Arrival & Departure From Building
- f. FSC Form 0438, Officers and Inspectors Register
- g. FSC Form 0408, Guard Operation Log
- h. Special forms/reports unique to the facility used in the performance of the contract duties.

g. Telephone and Radio Communications

Instructions will prepare the contract guard for use of telephones and radio communications equipment. Correct and proper communication techniques will be presented employing standard procedures used by IRS, local law enforcement, and the Federal Communications Commission (FCC). Instruction will stress use applicable in situations such as emergency request (transmissions), required reporting of locations, patrol use, requests for assistance, etc.

h. Roles of Local, State, and Federal Police Agencies

The contract for armed security guards will be instructed in their relationship (position) to other law enforcement agencies. Each guard should understand their role, as required by the contract, in enforcement of: Building Rules and Regulations, IRS policy, special requirements, and roles of the local/state police agencies, and other Federal law enforcement groups.

i. ADT Security Systems

Instructions to selected personnel on ADT security systems, CCTV cameras, monitoring & access control system, and alarms.

**EXHIBIT 4 (CONTRACTOR)****TRAINING SUBJECTS TO BE PRESENTED BY THE CONTRACTOR**

- A. Patrol and Observation  
Instructor(s) will discuss the purpose of protective patrolling, identify the various types of protective services and the necessity of proper observation as relates to patrol procedures.
- B. Patrol Methods  
Study the various methods and skills employed in protective patrols. Explain the importance of patrol to law enforcement and explore the values of various patrol methods.
- C. Recognition of Patrol Hazards  
Examine the hazards encountered during patrol functions, both natural and man-made. Discuss the techniques of recognition and ways to eliminate or reduce patrol hazards.
- D. Response to Crimes in Progress  
Acquaint the contract armed security guards with the care and caution that must be exercised when coming upon a crime in progress. Discuss the element of surprise, and the possibilities of encountering a crime being committed. Special emphasis should be placed on the crimes the contract guard may encounter while on duty within a Federal facility, actions to be taken, responses, and the requirements of the Agency.
- E. Safety and Fire Prevention  
Define the contract armed security guards' responsibilities for safety and for fire prevention. Provide guidelines for operational safeguards including the use of fire extinguishers (types, etc.) sprinkler systems, fire alarms systems, and other standard fire prevention equipment.
- F. Traffic Enforcement and Direction  
Instructor(s) will explain the objectives of enforcement and the principles of directing vehicle and pedestrian traffic. In locations where contract armed security guards will be required to issue parking citations (both warning and monetary violation notices). The instructor should address the philosophy of parking controls through issuance of courtesy, pay, and mandatory appearance violation notices.
- G. Arrest Procedures and the Law  
Provide the contract armed security guards with knowledge of how officers shall exercise their arrest powers the degree authorized by local, state, and Federal regulations. Instruction will define arrest procedures and legal rules governing practices and procedures, which will include: arrest, interrogations and confessions, self incrimination privilege, entrapment, eyewitness identifications, complaints, and warrants. Contract armed security guards should become completely familiar with the extent of their arrest powers obtained from the various jurisdictions involved.



**EXHIBIT 4 (CONTRACTOR) CONTINUED**

- H. Crimes Against Persons  
Present the contract armed security guards with an understanding of the types of crimes against persons they might encounter in their duties. Instruction should be given in methods of successful investigative techniques.
- I. Crimes Against Property  
Discuss crimes against property spelling out the correct use of the term and how it applies to the property protected. Present various methods required in such investigations and the proper control of evidence. Instruct Security Officer in the conduct of such investigations.
- J. Rules and Laws of Evidence  
Evidence is defined to include direct, circumstantial, and real. Information will be provided on admissibility as it relates to competency, relevancy, materiality, and here say. Instructors will present information on the exclusionary rule(s) and other related items.
- K. Search and Seizure  
Provide the armed security guards with the knowledge of the legal application of search and seizure law in the performance of duties as contract armed security guards within Federal facilities.
- L. Firearms Safety Handling  
NOTE: This segment does not include fundamentals of firing and firearms qualification. Provide detailed instruction in the handling and control of the contract armed security guard's firearm(s)/weapon(s). Instruction should relate to weapon's safety and handling to include nomenclature, wear of the weapon, care and cleaning, storage and accountability. Special emphasis must be placed on loading, unloading, and the safe replacement of an action on a live round.
- M. Use of Force  
Instruction will be given on the use of force to include the various degrees of force authorized in the performance of armed security guard duties under this contract. Reporting procedures related to such use will be discussed as will the consequences of the unauthorized, or misuse of force.
- N. Ethics and Professionalism  
Describe police professionalism today, including the expanding use of contract armed security guards and indicate by current trends where it may be headed in the future. Provide instruction in police ethics, using practical examples, both desirable and undesirable. Discuss ideas that will lead to improved cooperation between the local, state and Federal law enforcement officers and the contract guards.
- O. Understanding Human Behavior  
Instructor(s) will discuss the basic knowledge needed for the contract armed security guards to understand their own actions, and those of the people they work with in the performance of their

#### **EXHIBIT 4 (CONTRACTOR) CONTINUED**

assigned duties. Behavior under stress (both natural and human induced), factions of mentally disturbed, irrational conduct created by the use of drugs or alcohol, and job (performance) related problems will be a part of this discussion. Special attention should be given to the changes in human behavior that might occur in the contract guard with the introduction of a badge or gun.

**P. Principles of Communications**

Familiarize the contract armed guards with the concept surrounding effective communications and development of communication skills. In meeting this objective, the contract guard is presented with the theory of communications, various types of obstacles which can hinder the development and maintenance of effective communication, the senses and their role in the communications process, and the main essential skills which accompany the development of communication effectiveness, and phonetic alphabet, including time reporting and "10" codes.

**Q. Professional Public Relations**

Instruction is to be provided to the contract armed security guards, which will increase their effectiveness in the use of basic social skills, enhance their employer's reputation and contract performance as well as the positive image portrayed by the US Government. Such instruction should include, but not limited to, proper display of the uniform, shoeshine, haircuts, and other forms of personal grooming.

**R. Cardiopulmonary Resuscitation**

Provide proper CPF methods and techniques for maintaining life when breathing and heart functions stoop, including awareness of and protection from blood born pathogens (OSHA 1910.1030), All methods and techniques instructed must be prescribed and certified by the American Red Cross and/or the American Heart Association. It should be noted that the certification of CPR methods is renewable skill requiring re-certification on an annual basis.

**S. Emergency Medical Assistance**

Instructor(s) will provide First Aid instruction so that contract armed guards will be able to apply techniques to stoop sever external bleeding, be able to define shock and its causes, provide techniques to prevent shock. Instruction is to be provided by a certified First Aid instructor using the latest Multi-Media First Aid program available from the American Red Cross. Certification of first aid methods is a renewable skill requiring re-certification on a three-year basis.

**T. Examinations**

Two examinations will be given to determine knowledge and understanding of the academic subject matter. Each test will be one hour long and each will cover one half of the subject matter.

**EXHIBIT 4 (CONTRACTOR) CONTINUED**

U. Examination Review

Examination review will provide the contract armed security guards the opportunity to compare graded answer sheets with the approved solutions.

\*The contractor is responsible for ensuring all supervisors and guards maintain current certification for First Aid and Cardiopulmonary Resuscitation. Failure to maintain such certification will result in removal from duty under this contract.

NOTE: Fifty minutes is considered to be one-hour period of instruction. Break periods may be scheduled at the contractor's discretion.

**EXHIBIT 5**

<b>TRAINING SCHEDULE AND PLAN</b>	
In addition to listing specific and other related information as shown below, attach a resume of each instructor. This format will be used for all training: initial and on-the-job.	
DATE:	
TIME:	
SUBJECT:	
NAME OF TRAINING FACILITY:	
ADDRESS:	
DAY:	
MONTH:	
FROM:	TO:
DESCRIBE SUBJECT-USE SHORT PARAGRAPH:	
INSTRUCTORS:	
FACILITY:	
ADDRESS:	
REMARKS:	

**EXHIBIT 6**  
**REPORT OF TRAINING COMPLETION**

IRS Contract Number: \_\_\_\_\_  
 Armed Security Guard Services, Fresno and Tulare Counties, California

Name of Employee: \_\_\_\_\_

The above named employee has completed training as indicated below:

#	<u>TRAINING SUBJECT</u>	<u>COMPLETED (√)</u>	<u>DATE COMPLETED</u>
1.	Rules and Regulations	_____	_____
2.	Site Orientation Duties & Functions (FSC Facility(ies) Training)	_____	_____
3.	Contracting Officer's Tech. Rep. COTR	_____	_____
4.	Personnel ID, Entry/Exit Control	_____	_____
5.	Bomb Threats and Natural Disasters	_____	_____
6.	Reporting Writing, Notes and Required Forms	_____	_____
7.	Telephone and Radio Communications	_____	_____
8.	Roles of Local, State & Federal Police Agencies	_____	_____
9.	Patrol and Observation	_____	_____
10.	Patrol Methods	_____	_____
11.	Recognition of Patrol Hazards	_____	_____
12.	Response to Disturbances	_____	_____
13.	Response to Crimes in Progress	_____	_____
14.	Safety and Fire Prevention	_____	_____
15.	Traffic Enforcement and Direction	_____	_____
16.	Arrest Procedures and the Law	_____	_____
17.	Preservation of Crime Scene	_____	_____
18.	Crimes Against Persons	_____	_____
19.	Crimes Against Property	_____	_____
20.	ADT Security Systems	_____	_____

**EXHIBIT 7****(TYPICAL) KEY PERSONNEL RESUME**

A current Key Personnel Resume must be provided for each supervisor who will have a supervisory relationship with the armed security guards assigned to work under this contract. The original of all Key Personnel Resumes shall be provided to the Contracting Officer's Technical Representative (COTR).

PROPOSED POSITION TITLE: \_\_\_\_\_

SUPERVISOR'S FULL NAME: \_\_\_\_\_ AGE \_\_\_\_\_

CURRENT POSITION WITH THE CONTRACT FIRM \_\_\_\_\_

TIME IN CURRENT POSITION \_\_\_\_\_ YEARS AND \_\_\_\_\_ MONTHS; ANNUAL SALARY \_\_\_\_\_

CURRENTLY RESPONSIBLE FOR THE WORK OF \_\_\_\_\_ PERSONS

DESCRIPTION AND SCOPE OF CURRENT JOB \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

WORK EXPERIENCE: (PAST 10 years in chronological order)

Mo. & Yr. <u>Dates: From/To</u>	<u>Job Title</u>	<u>Company Name/Full Address</u>	<u>Person to Reference and Their Area Code/Telephone Number</u>

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EDUCATION**

<u>School Name/Full Address</u>	<u>From/To (Mo/Yr) Dates Attended</u>	<u>Degrees, Credits or Certificates</u>
High School		

\_\_\_\_\_  
\_\_\_\_\_

College/Specialized

---

Trade School(s) or Other (describe)

BRIEF STATEMENT OF WHY THIS SUPERVISOR IS QUALIFIED FOR THIS CONTRACT (you may continue on the reverse side of this page or attach continuation page)

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

<b>EXHIBIT 8</b>																		
<b>POST INSPECTION REPORT</b>																		
<b>DATE:</b>					<b>INSPECTION TIMES</b>													
					<b>BEGIN:</b>					<b>END:</b>								
<b>CONTRACTOR:</b>					<b>CONTRACT #:</b>					<b>INSPECTION REPORT #</b>								
<b>INSTRUCTIONS:</b> Check the appropriate block. Make comments only on the items checked "N".																		
<b>P O S T I N S P E C T E D</b>																		
POST #	1. RECEPTION AREA	2. BUTLER AVE GATE	4. NORTHWEST GATE	6. NORTHEAST DOOR	7. NORTHWEST DOOR	8. EXTERIOR DOOR	9. NORTHEAST DOOR	10. CONSOLE DOOR	11. INTERIOR DOOR	13. CHERRY INTERIOR	14. ORANGE INTERIOR	17. TULARE INTERIOR	EAST/ORANGE INTERIOR	EAST/ORANGE INTERIOR	EAST/ORANGE INTERIOR	22. KINGS CANYON DAUGHTER	24. CANINE	25. FILES
1. Was post staffed as required?																		
2. Was Security Guard alert?																		
3. Was Security guard in full uniform and did he/she present a neat appearance?																		
4. Was Security Guard observed, adequately performing post duties?																		
5. Were all required Incident Reports prepared and forwarded timely/accurate?																		
6. Did Security Guard have a valid Gun Permit?																		
7. Are weapons properly stored/or worn?																		
8. Did supervisory contract personnel properly inspect all guards/posts?																		
<b>MISCELLANEOUS CONTRACT REQUIREMENTS/INSPECTION</b>																		
															<b>YES</b>	<b>NO</b>		
• Are all keys accounted for and use documented?																		
• Are procedures for documentation of events (hazardous conditions due to weather or faulty equipment) being followed?																		
• Are Lost & Found procedures followed?																		
• Property pass procedures followed?																		
• Is the Flag properly displayed?																		
<b>COMMENTS:</b>																		
<b>COTR's Signature &amp; Date:</b>									<b>Contractor's Representative Signature &amp; Date:</b>									
<b>LEGEND:</b> Y = YES                      N = NO                      N/I = NOT INSPECTED                      N/A = NOT APPLICABLE																		



<b>EXHIBIT 8-Part II</b>																	
<b>POST INSPECTION REPORT</b>																	
<b>DATE:</b>				<b>INSPECTION TIMES</b>													
				<b>BEGIN:</b>							<b>END:</b>						
<b>CONTRACTOR:</b>				<b>CONTRACT #:</b>							<b>INSPECTION REPORT #</b>						
INSTRUCTIONS: Check the appropriate block. Make comments only on the items checked "N".																	
<i>P O S T I N S P E C T E D</i>																	
POST #	Rover	27. Files Exterior	28. A/M Interior	29. M Exterior	Interior Rover	30. Comp.	Exterior Rover	31. Comp									
9. Was post staffed as required?																	
10. Was Security Guard alert?																	
11. Was Security guard in full uniform and did he/she present a neat appearance?																	
12. Was Security Guard observed, adequately performing post duties?																	
13. Were all required Incident Reports prepared and forwarded timely/accurate?																	
14. Did Security Guard have a valid Gun Permit?																	
15. Are weapons properly stored/or worn?																	
16. Did supervisory contract personnel properly inspect all guards/posts?																	
MISCELLANEOUS CONTRACT REQUIREMENTS/INSPECTION																	
														YES	NO		
• Are all keys accounted for and use documented?																	
• Are procedures for documentation of events (hazardous conditions due to weather or faulty equipment) being followed?																	
• Are Lost & Found procedures followed?																	
• Property pass procedures followed?																	
• Is the Flag properly displayed?																	
<b>COMMENTS:</b>																	
<b>COTR's Signature &amp; Date:</b>									<b>Contractor's Representative Signature &amp; Date:</b>								
<b>LEGEND:</b> <span style="margin-left: 100px;">Y = YES</span> <span style="margin-left: 100px;">N = NO</span> <span style="margin-left: 100px;">N/I = NOT INSPECTED</span> <span style="margin-left: 200px;">N/A = NOT APPLICABLE</span>																	

**EXHIBIT 9**

**FRESNO INTERNAL REVENUE SERVICE**

**CAMPUS (FIRSC)**

**PERFORMANCE REQUIREMENTS SUMMARY**

**FOR**

**SECURITY GUARD SERVICES**

**EXHIBIT 9**  
**PERFORMANCE REQUIREMENTS SUMMARY TABLE**

(1) Performance Requirements	(2) Performance Measure	(3) Standard/Contract Item	(4) Maximum Allowable Degree of Deviation	(5) Method of Inspection	(6) Calculation of Reduction
Supervision	1. Supervisory hours Provided  2. Guard force observed/ Evaluated  3. Appropriate corrective Action taken	24 hours per day, seven days per week/ Par. C.5.2	0%  10% per month  10% per day	Unscheduled Inspections	Total Contract Value for the period ÷ by total hours for the period (Productive and Supervisory) (see paragraph G.5) X number of hours of non-performance or observed violations
Employee Suitability/Qualifications	1. Required documentation submitted  2. Required documentation maintained	As stated/Par. C.6  As stated/Par. C.4	5%  5%	Unscheduled Inspections	Total Contract Value for the period ÷ by total hours for the period (Productive and Supervisory) (see paragraph G.5) X number of hours of non-performance or observed violations
Training Requirements Met	1. Initial training completed 2. Refresher Training Completed 3. Certification of firearms training 4. Training Records Maintained 5. Training Plan submitted	As stated/Par. 3.5 and 3.6 As required in Exhibits 3 and 4	0%  5%  5%  5%  0%	Unscheduled Inspections	Total Contract Value for the period ÷ by total hours for the period (Productive and Supervisory) (see paragraph G.5) X number of hours of non-performance or observed violations
Entry/Exit Control	1. Post Staffed  2. Procedures followed  3. Conduct  4. Uniforms/Firearms/ Equipment	As required by contract/ Par. C.3.0 & Exhibits 1 and 28  Para. C.3.4 and Post Orders in Exhibit 28  As outlined in contract/ Par. C.6.6  As outlined in Contract/ Par. C.4.3	0%  10%  10%  10%	Unscheduled Inspections	Total Contract Value for the period ÷ by total hours for the period (Productive and Supervisory) (see paragraph G.5) X number of hours of non-performance or observed violations

EXHIBIT 9, PERFORMANCE REQUIREMENTS SUMMARY TABLE, Page 2 of 3

(1) Work Requirements	(2) Performance Measure	(3) Standard/Contract Item	(4) Maximum Allowable Degree of Deviation	(5) Method of Inspection	(6) Calculation of Reduction
Roving Patrol	1. Service Performed  2. Procedures followed  3. Conduct  4. Uniforms/Firearms	As stated in contract/ Par. C..3, C.13  As outlined in Exhibit 28  As outlined in contract/ Par. C.6.6  As outlined in Contract/ Par. C.3.20, 4.2, and 4.3	0%  10%  10%  10%	Unscheduled Inspections	Total Contract Value for the period ÷ by total hours for the period (Productive and Supervisory) (see paragraph G.5) X number of hours of non-performance or observed violations
Alarm Monitoring and Console Operation	1. Post Staffed  2. Conduct  3. Uniforms/Firearms	As required by contract/ Par. C.3.2  Par. C.6.6  Par. C.3.20, 4.2, 4.3	0%  10%  10%	Unscheduled Inspections	Total Contract Value for the period ÷ by total hours for the period (Productive and Supervisory) (see paragraph G.5) X number of hours of non-performance or observed violations
Motorized Patrol Equipment	1. Required vehicles on hand and in safe operating condition  2. Properly identified and equipped	As stated in Contract/ Par. C.4.17  As stated in Exhibit 26	0% per day without prior approval from COTR  0% per day without prior approval from COTR	Unscheduled Inspections	Total Contract Value for the period ÷ by total hours for the period (Productive and Supervisory) (see paragraph G.5) X number of hours of non-performance or observed violations

EXHIBIT 11, PERFORMANCE REQUIREMENTS SUMMARY TABLE, Page 3 of 3

(1) Work Requirements	(2) Performance Measure	(3) Standard/Contract Item	(4) Maximum Allowable Degree of Deviation	(5) Method of Inspection	(6) Calculation of Reduction
Canine Explosive Detection	1. Inspection of incoming Mail and packages.	As directed in Canine PWS/ Par. 2.2, & 2.3	0%	Unscheduled Inspections	Total Cost of Canines for the period ÷ by total hours of canine service for the period X number of hours that service not provided or each violation
	2. Inspection of suspicious Packages, bomb threat emergencies, or bomb threat drill	As directed / Par. 3.5, Exhibit 27, and Post Order 24	0%		
	3. Emergency response	Within time frames established in contract/Par. 3.8.1	0%		
	4. Care of canines	As stated/ Par 3.9, 3.10, & 6.1	10%		
	5. Conduct	As stated/Par. 4.0	10%		
	6. Uniforms/Firearms/ Equipment	As outlined in Contract/ Par. C.3.20, 4.2, & 4.3	10%		

**EXHIBIT 11**

94-2045 CA, FRESNO

09/02/03

\*\*\*FOR OFFICIAL USE ONLY BY FEDERAL AGENCIES PARTICIPATING IN MOU WITH DOL\*\*\*

WASHINGTON D.C. 20210

William W. Gross  
DirectorDivision of  
Wage DeterminationsWage Determination No.: 1994-2045  
Revision No.: 20  
Date Of Last Revision: 08/26/2003—  
State: CaliforniaArea: California Counties of Fresno, Madera, Mariposa, Merced  
—

\*\*Fringe Benefits Required Follow the Occupational Listing\*\*

OCCUPATION CODE - TITLE

MINIMUM WAGE RATE

## 01000 - Administrative Support and Clerical Occupations

01011 - Accounting Clerk I	10.79
01012 - Accounting Clerk II	11.14
01013 - Accounting Clerk III	13.16
01014 - Accounting Clerk IV	16.86
01030 - Court Reporter	15.70
01050 - Dispatcher, Motor Vehicle	13.09
01060 - Document Preparation Clerk	11.14
01070 - Messenger (Courier)	8.41
01090 - Duplicating Machine Operator	11.14
01110 - Film/Tape Librarian	13.19
01115 - General Clerk I	9.00
01116 - General Clerk II	10.10
01117 - General Clerk III	10.91
01118 - General Clerk IV	12.39
01120 - Housing Referral Assistant	14.82
01131 - Key Entry Operator I	10.25
01132 - Key Entry Operator II	11.13
01191 - Order Clerk I	11.11
01192 - Order Clerk II	11.85
01261 - Personnel Assistant (Employment) I	11.46
01262 - Personnel Assistant (Employment) II	12.88
01263 - Personnel Assistant (Employment) III	13.74
01264 - Personnel Assistant (Employment) IV	15.80
01270 - Production Control Clerk	15.59
01290 - Rental Clerk	11.59
01300 - Scheduler, Maintenance	11.92
01311 - Secretary I	11.92
01312 - Secretary II	14.09
01313 - Secretary III	14.82
01314 - Secretary IV	16.76
01315 - Secretary V	18.25
01320 - Service Order Dispatcher	13.09

01341 - Stenographer I	13.15
01342 - Stenographer II	14.73
01400 - Supply Technician	16.76
01420 - Survey Worker (Interviewer)	13.65
01460 - Switchboard Operator-Receptionist	9.59
01510 - Test Examiner	14.09
01520 - Test Proctor	14.09
01531 - Travel Clerk I	9.92
01532 - Travel Clerk II	10.44
01533 - Travel Clerk III	11.31
01611 - Word Processor I	11.29
01612 - Word Processor II	12.32
01613 - Word Processor III	14.18
03000 - Automatic Data Processing Occupations	
03010 - Computer Data Librarian	13.25
03041 - Computer Operator I	13.25
03042 - Computer Operator II	15.09
03043 - Computer Operator III	18.61
03044 - Computer Operator IV	20.64
03045 - Computer Operator V	22.91
03071 - Computer Programmer I (1)	14.10
03072 - Computer Programmer II (1)	17.36
03073 - Computer Programmer III (1)	23.85
03074 - Computer Programmer IV (1)	25.86
03101 - Computer Systems Analyst I (1)	22.90
03102 - Computer Systems Analyst II (1)	26.68
03103 - Computer Systems Analyst III (1)	27.62
03160 - Peripheral Equipment Operator	11.45
05000 - Automotive Service Occupations	
05005 - Automotive Body Repairer, Fiberglass	15.41
05010 - Automotive Glass Installer	13.78
05040 - Automotive Worker	13.78
05070 - Electrician, Automotive	15.31
05100 - Mobile Equipment Servicer	12.23
05130 - Motor Equipment Metal Mechanic	15.31
05160 - Motor Equipment Metal Worker	13.78
05190 - Motor Vehicle Mechanic	15.63
05220 - Motor Vehicle Mechanic Helper	11.59
05250 - Motor Vehicle Upholstery Worker	13.58
05280 - Motor Vehicle Wrecker	13.78
05310 - Painter, Automotive	14.54
05340 - Radiator Repair Specialist	13.78
05370 - Tire Repairer	11.82
05400 - Transmission Repair Specialist	15.31
07000 - Food Preparation and Service Occupations	
(not set) - Food Service Worker	8.65
07010 - Baker	10.83
07041 - Cook I	10.29
07042 - Cook II	10.83
07070 - Dishwasher	7.66
07130 - Meat Cutter	11.61
07250 - Waiter/Waitress	8.19
09000 - Furniture Maintenance and Repair Occupations	
09010 - Electrostatic Spray Painter	14.54
09040 - Furniture Handler	11.59
09070 - Furniture Refinisher	14.54
09100 - Furniture Refinisher Helper	11.59
09110 - Furniture Repairer, Minor	13.01
09130 - Upholsterer	14.54

11030 - General Services and Support Occupations	
11030 - Cleaner, Vehicles	7.97
11060 - Elevator Operator	8.54
11090 - Gardener	10.47
11121 - House Keeping Aid I	7.66
11122 - House Keeping Aid II	8.96
11150 - Janitor	8.87
11210 - Laborer, Grounds Maintenance	9.74
11240 - Maid or Houseman	7.31
11270 - Pest Controller	11.02
11300 - Refuse Collector	9.76
11330 - Tractor Operator	9.10
11360 - Window Cleaner	9.48
12000 - Health Occupations	
12020 - Dental Assistant	12.02
12040 - Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	12.49
12071 - Licensed Practical Nurse I	12.12
12072 - Licensed Practical Nurse II	13.60
12073 - Licensed Practical Nurse III	15.21
12100 - Medical Assistant	10.17
12130 - Medical Laboratory Technician	13.60
12160 - Medical Record Clerk	11.24
12190 - Medical Record Technician	13.54
12221 - Nursing Assistant I	8.06
12222 - Nursing Assistant II	9.06
12223 - Nursing Assistant III	9.88
12224 - Nursing Assistant IV	11.09
12250 - Pharmacy Technician	14.23
12280 - Phlebotomist	12.36
12311 - Registered Nurse I	18.43
12312 - Registered Nurse II	22.47
12313 - Registered Nurse II, Specialist	22.47
12314 - Registered Nurse III	27.29
12315 - Registered Nurse III, Anesthetist	27.29
12316 - Registered Nurse IV	32.68
13000 - Information and Arts Occupations	
13002 - Audiovisual Librarian	18.22
13011 - Exhibits Specialist I	14.81
13012 - Exhibits Specialist II	16.59
13013 - Exhibits Specialist III	18.66
13041 - Illustrator I	14.81
13042 - Illustrator II	16.59
13043 - Illustrator III	18.66
13047 - Librarian	21.90
13050 - Library Technician	13.65
13071 - Photographer I	12.02
13072 - Photographer II	13.54
13073 - Photographer III	15.16
13074 - Photographer IV	18.76
13075 - Photographer V	22.68
15000 - Laundry, Dry Cleaning, Pressing and Related Occupations	
15010 - Assembler	8.12
15030 - Counter Attendant	8.12
15040 - Dry Cleaner	8.31
15070 - Finisher, Flatwork, Machine	8.12
15090 - Presser, Hand	8.12
15100 - Presser, Machine, Drycleaning	8.08
15130 - Presser, Machine, Shirts	8.12



15160 - Presser, Machine, Wearing Apparel, Laundry	8.12
15190 - Sewing Machine Operator	8.85
15220 - Tailor	11.35
15250 - Washer, Machine	8.59
19000 - Machine Tool Operation and Repair Occupations	
19010 - Machine-Tool Operator (Toolroom)	16.86
19040 - Tool and Die Maker	20.06
21000 - Material Handling and Packing Occupations	
21010 - Fuel Distribution System Operator	14.80
21020 - Material Coordinator	16.37
21030 - Material Expediter	16.37
21040 - Material Handling Laborer	9.32
21050 - Order Filler	12.13
21071 - Forklift Operator	11.21
21080 - Production Line Worker (Food Processing)	7.41
21100 - Shipping/Receiving Clerk	11.49
21130 - Shipping Packer	13.60
21140 - Store Worker I	9.11
21150 - Stock Clerk (Shelf Stocker; Store Worker II)	11.92
21210 - Tools and Parts Attendant	12.75
21400 - Warehouse Specialist	12.75
23000 - Mechanics and Maintenance and Repair Occupations	
23010 - Aircraft Mechanic	18.52
23040 - Aircraft Mechanic Helper	14.03
23050 - Aircraft Quality Control Inspector	19.26
23060 - Aircraft Servicer	15.74
23070 - Aircraft Worker	16.68
23100 - Appliance Mechanic	14.54
23120 - Bicycle Repairer	11.82
23125 - Cable Splicer	18.18
23130 - Carpenter, Maintenance	17.05
23140 - Carpet Layer	16.68
23160 - Electrician, Maintenance	17.74
23181 - Electronics Technician, Maintenance I	14.38
23182 - Electronics Technician, Maintenance II	17.10
23183 - Electronics Technician, Maintenance III	19.91
23260 - Fabric Worker	15.23
23290 - Fire Alarm System Mechanic	17.77
23310 - Fire Extinguisher Repairer	14.33
23340 - Fuel Distribution System Mechanic	19.55
23370 - General Maintenance Worker	13.78
23400 - Heating, Refrigeration and Air Conditioning Mechanic	18.48
23430 - Heavy Equipment Mechanic	19.18
23440 - Heavy Equipment Operator	18.52
23460 - Instrument Mechanic	18.13
23470 - Laborer	8.82
23500 - Locksmith	17.23
23530 - Machinery Maintenance Mechanic	18.89
23550 - Machinist, Maintenance	16.54
23580 - Maintenance Trades Helper	11.48
23640 - Millwright	18.22
23700 - Office Appliance Repairer	17.23
23740 - Painter, Aircraft	14.54
23760 - Painter, Maintenance	15.78
23790 - Pipefitter, Maintenance	19.51
23800 - Plumber, Maintenance	17.34
23820 - Pneudraulic Systems Mechanic	18.13
23850 - Rigger	18.13

23870 - Scale Mechanic	16.32
23890 - Sheet-Metal Worker, Maintenance	16.91
23910 - Small Engine Mechanic	13.78
23930 - Telecommunication Mechanic I	18.52
23931 - Telecommunication Mechanic II	19.26
23950 - Telephone Lineman	18.52
23960 - Welder, Combination, Maintenance	15.31
23965 - Well Driller	18.18
23970 - Woodcraft Worker	18.13
23980 - Woodworker	14.20
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	9.54
24580 - Child Care Center Clerk	11.60
24600 - Chore Aid	7.75
24630 - Homemaker	12.49
25000 - Plant and System Operation Occupations	
25010 - Boiler Tender	18.52
25040 - Sewage Plant Operator	17.27
25070 - Stationary Engineer	21.31
25190 - Ventilation Equipment Tender	14.03
25210 - Water Treatment Plant Operator	17.27
27000 - Protective Service Occupations	
(not set) - Police Officer	24.11
27004 - Alarm Monitor	11.28
27006 - Corrections Officer	22.66
27010 - Court Security Officer	22.66
27040 - Detention Officer	22.66
27070 - Firefighter	21.20
27101 - Guard I	8.26
27102 - Guard II	12.41
28000 - Stevedoring/Longshoremen Occupations	
28010 - Blocker and Bracer	16.80
28020 - Hatch Tender	16.80
28030 - Line Handler	16.80
28040 - Stevedore I	14.44
28050 - Stevedore II	17.70
29000 - Technical Occupations	
21150 - Graphic Artist	17.43
29010 - Air Traffic Control Specialist, Center (2)	29.10
29011 - Air Traffic Control Specialist, Station (2)	20.07
29012 - Air Traffic Control Specialist, Terminal (2)	22.10
29023 - Archeological Technician I	13.55
29024 - Archeological Technician II	15.17
29025 - Archeological Technician III	18.80
29030 - Cartographic Technician	17.35
29035 - Computer Based Training (CBT) Specialist/ Instructor	22.90
29040 - Civil Engineering Technician	19.09
29061 - Drafter I	12.53
29062 - Drafter II	13.60
29063 - Drafter III	15.34
29064 - Drafter IV	17.17
29081 - Engineering Technician I	13.13
29082 - Engineering Technician II	14.33
29083 - Engineering Technician III	17.20
29084 - Engineering Technician IV	17.99
29085 - Engineering Technician V	22.25
29086 - Engineering Technician VI	26.92
29090 - Environmental Technician	15.49

29100 - Flight Simulator/Instructor (Pilot)	26.68
29160 - Instructor	18.08
29210 - Laboratory Technician	13.69
29240 - Mathematical Technician	17.17
29361 - Paralegal/Legal Assistant I	15.17
29362 - Paralegal/Legal Assistant II	17.12
29363 - Paralegal/Legal Assistant III	20.92
29364 - Paralegal/Legal Assistant IV	25.33
29390 - Photooptics Technician	17.17
29480 - Technical Writer	24.40
29491 - Unexploded Ordnance (UXO) Technician I	18.49
29492 - Unexploded Ordnance (UXO) Technician II	22.37
29493 - Unexploded Ordnance (UXO) Technician III	26.81
29494 - Unexploded (UXO) Safety Escort	18.49
29495 - Unexploded (UXO) Sweep Personnel	18.49
29620 - Weather Observer, Senior (3)	20.62
29621 - Weather Observer, Combined Upper Air and Surface Programs (3)	18.60
29622 - Weather Observer, Upper Air (3)	18.60
31000 - Transportation/ Mobile Equipment Operation Occupations	
31030 - Bus Driver	15.29
31260 - Parking and Lot Attendant	7.79
31290 - Shuttle Bus Driver	12.40
31300 - Taxi Driver	10.59
31361 - Truckdriver, Light Truck	11.51
31362 - Truckdriver, Medium Truck	13.11
31363 - Truckdriver, Heavy Truck	15.98
31364 - Truckdriver, Tractor-Trailer	15.98
99000 - Miscellaneous Occupations	
99020 - Animal Caretaker	9.69
99030 - Cashier	8.23
99041 - Carnival Equipment Operator	9.77
99042 - Carnival Equipment Repairer	10.42
99043 - Carnival Worker	7.66
99050 - Desk Clerk	9.32
99095 - Embalmer	18.49
99300 - Lifeguard	9.72
99310 - Mortician	20.05
99350 - Park Attendant (Aide)	12.20
99400 - Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	8.97
99500 - Recreation Specialist	15.12
99510 - Recycling Worker	11.24
99610 - Sales Clerk	10.17
99620 - School Crossing Guard (Crosswalk Attendant)	8.59
99630 - Sport Official	9.72
99658 - Survey Party Chief (Chief of Party)	19.22
99659 - Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	17.47
99660 - Surveying Aide	12.77
99690 - Swimming Pool Operator	12.12
99720 - Vending Machine Attendant	8.68
99730 - Vending Machine Repairer	12.12
99740 - Vending Machine Repairer Helper	9.43

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$2.36 an hour or \$94.40 a week or \$409.07 a month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)

2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3) WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

\*\* UNIFORM ALLOWANCE \*\*

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

\*\* NOTES APPLYING TO THIS WAGE DETERMINATION \*\*

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple

wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
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- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

Wage Determination: 1994-2073, 19 REGISTER OF WAGE DETERMINATIONS  
 UNDER THE SERVICE CONTRACT ACT  
 By direction of the Secretary of Labor

William W. Gross Director Division of Wage Determinations

U.S. DEPARTMENT OF LABOR  
 EMPLOYMENT STANDARDS ADMINISTRATION  
 WAGE AND HOUR DIVISION  
 WASHINGTON, D.C. 20210

Wage Determination No.: 1994-2073  
 Revision No.: 19  
 Date of Last Revision: 06/05/2003

State: California

Area: California Counties of Inyo, Kings, Tulare

\*\*Fringe Benefits Required Follow the Occupational Listing\*\*

OCCUPATION CODE - TITLE MINIMUM WAGE RATE

01000 - Administrative Support and Clerical Occupations	
01011 - Accounting Clerk I	10.28
01012 - Accounting Clerk II	11.23
01013 - Accounting Clerk III	13.06
01014 - Accounting Clerk IV	14.50
01030 - Court Reporter	13.72
01050 - Dispatcher, Motor Vehicle	14.84
01060 - Document Preparation Clerk	10.62
01070 - Messenger (Courier)	9.02
01090 - Duplicating Machine Operator	10.49
01110 - Film/Tape Librarian	12.88
01115 - General Clerk	17.28
01116 - General Clerk II	8.18
01117 - General Clerk III	10.73
01118 - General Clerk IV	14.70
01120 - Housing Referral Assistant	14.01
01131 - Key Entry Operator I	8.26
01132 - Key Entry Operator II	10.86
01191 - Order Clerk I	9.71
01192 - Order Clerk II	10.60
01261 - Personnel Assistant (Employment) I	7.88
01262 - Personnel Assistant (Employment) II	8.86
01263 - Personnel Assistant (Employment) III	11.62
01264 - Personnel Assistant (Employment) IV	15.04
01270 - Production Control Clerk	15.67
01290 - Rental Clerk	12.20

01300 - Scheduler, Maintenance	12.34
01311 - Secretary I	11.79
01312 - Secretary II	13.08
01313 - Secretary III	14.01
01314 - Secretary IV	15.22
01315 - Secretary V	16.84
01320 - Service Order Dispatcher	13.26
01341 - Stenographer I	10.91
01342 - Stenographer II	12.25
01400 - Supply Technician	15.25
01420 - Survey Worker (Interviewer)	13.72
01460 - Switchboard Operator-Receptionist	9.46
01510 - Test Examiner	13.08
01520 - Test Proctor	13.08
01531 - Travel Clerk I	10.34
01532 - Travel Clerk II	10.88
01533 - Travel Clerk III	11.79
01611 - Word Processor I	10.71
01612 - Word Processor II	12.03
01613 - Word Processor III	13.48
03000 - Automatic Data Processing Occupations	
03010 - Computer Data Librarian	10.87
03041 - Computer Operator I	10.87
03042 - Computer Operator II	12.16
03043 - Computer Operator III	13.54
03044 - Computer Operator IV	15.07
03045 - Computer Operator V	16.68
03071 - Computer Programmer I (1)	12.48
03072 - Computer Programmer II (1)	17.68
03073 - Computer Programmer III (1)	21.62
03074 - Computer Programmer IV (1)	25.37
03101 - Computer Systems Analyst I (1)	21.87
03102 - Computer Systems Analyst II (1)	25.67
03103 - Computer Systems Analyst III (1)	27.62
03160 - Peripheral Equipment Operator	10.87
05000 - Automotive Service Occupations	
05005 - Automotive Body Repairer, Fiberglass	19.39
05010 - Automotive Glass Installer	13.69
05040 - Automotive Worker	13.69
05070 - Electrician, Automotive	14.42
05100 - Mobile Equipment Servicer	12.22
05130 - Motor Equipment Metal Mechanic	15.16
05160 - Motor Equipment Metal Worker	13.69
05190 - Motor Vehicle Mechanic	15.16
05220 - Motor Vehicle Mechanic Helper	11.48
05250 - Motor Vehicle Upholstery Worker	12.95
05280 - Motor Vehicle Wrecker	13.69
05310 - Painter, Automotive	14.42
05340 - Radiator Repair Specialist	13.69



05370 - Tire Repairer	11.81
05400 - Transmission Repair Specialist	15.16
07000 - Food Preparation and Service Occupations (not set) - Food Service Worker	9.08
07010 - Baker	12.74
07041 - Cook I	11.37
07042 - Cook II	12.74
07070 - Dishwasher	9.32
07130 - Meat Cutter	12.74
07250 - Waiter/Waitress	9.21
09000 - Furniture Maintenance and Repair Occupations	
09010 - Electrostatic Spray Painter	14.27
09040 - Furniture Handler	10.78
09070 - Furniture Refinisher	15.70
09100 - Furniture Refinisher Helper	12.50
09110 - Furniture Repairer, Minor	14.09
09130 - Upholsterer	15.70
11030 - General Services and Support Occupations	
11030 - Cleaner, Vehicles	8.51
11060 - Elevator Operator	9.56
11090 - Gardener	13.08
11121 - House Keeping Aid I	8.41
11122 - House Keeping Aid II	8.67
11150 - Janitor	10.07
11210 - Laborer, Grounds Maintenance	11.27
11240 - Maid or Houseman	8.41
11270 - Pest Controller	12.41
11300 - Refuse Collector	10.71
11330 - Tractor Operator	13.23
11360 - Window Cleaner	10.94
12000 - Health Occupations	
12020 - Dental Assistant	12.00
12040 - Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	11.93
12071 - Licensed Practical Nurse I	12.12
12072 - Licensed Practical Nurse II	13.60
12073 - Licensed Practical Nurse III	15.21
12100 - Medical Assistant	9.81
12130 - Medical Laboratory Technician	10.75
12160 - Medical Record Clerk	10.75
12190 - Medical Record Technician	14.35
12221 - Nursing Assistant I	8.45
12222 - Nursing Assistant II	9.50
12223 - Nursing Assistant III	10.37
12224 - Nursing Assistant IV	11.62
12250 - Pharmacy Technician	13.00
12280 - Phlebotomist	13.53

12311 - Registered Nurse I	17.06
12312 - Registered Nurse II	20.88
12313 - Registered Nurse II, Specialist	20.88
12314 - Registered Nurse III	25.27
12315 - Registered Nurse III, Anesthetist	25.27
12316 - Registered Nurse IV	30.27
 13000 - Information and Arts Occupations	
13002 - Audiovisual Librarian	15.95
13011 - Exhibits Specialist I	13.94
13012 - Exhibits Specialist II	17.27
13013 - Exhibits Specialist III	21.12
13041 - Illustrator I	13.94
13042 - Illustrator II	17.27
13043 - Illustrator III	21.12
13047 - Librarian	18.45
13050 - Library Technician	14.04
13071 - Photographer I	11.33
13072 - Photographer II	12.67
13073 - Photographer III	15.70
13074 - Photographer IV	19.20
13075 - Photographer V	23.23
 15000 - Laundry, Dry Cleaning, Pressing and Related Occupations	
15010 - Assembler	7.74
15030 - Counter Attendant	7.74
15040 - Dry Cleaner	9.33
15070 - Finisher, Flatwork, Machine	7.74
15090 - Presser, Hand	7.74
15100 - Presser, Machine, Drycleaning	7.74
15130 - Presser, Machine, Shirts	7.74
15160 - Presser, Machine, Wearing Apparel, Laundry	7.74
15190 - Sewing Machine Operator	9.86
15220 - Tailor	10.38
15250 - Washer, Machine	8.33
 19000 - Machine Tool Operation and Repair Occupations	
19010 - Machine-Tool Operator (Toolroom)	15.98
19040 - Tool and Die Maker	19.58
 21000 - Material Handling and Packing Occupations	
21010 - Fuel Distribution System Operator	13.31
21020 - Material Coordinator	15.62
21030 - Material Expediter	15.62
21040 - Material Handling Laborer	8.14
21050 - Order Filler	9.94
21071 - Forklift Operator	10.26
21080 - Production Line Worker (Food Processing)	12.05
21100 - Shipping/Receiving Clerk	10.38
21130 - Shipping Packer	11.09
21140 - Store Worker I	9.27
21150 - Stock Clerk (Shelf Stocker; Store Worker II)	12.62

21210 - Tools and Parts Attendant	12.63
21400 - Warehouse Specialist	12.63
23000 - Mechanics and Maintenance and Repair Occupations	
23010 - Aircraft Mechanic	16.51
23040 - Aircraft Mechanic Helper	12.24
23050 - Aircraft Quality Control Inspector	17.11
23060 - Aircraft Servicer	14.09
23070 - Aircraft Worker	14.91
23100 - Appliance Mechanic	15.15
23120 - Bicycle Repairer	11.69
23125 - Cable Splicer	17.26
23130 - Carpenter, Maintenance	15.78
23140 - Carpet Layer	13.55
23160 - Electrician, Maintenance	17.59
23181 - Electronics Technician, Maintenance I	15.07
23182 - Electronics Technician, Maintenance II	17.78
23183 - Electronics Technician, Maintenance III	19.51
23260 - Fabric Worker	14.18
23290 - Fire Alarm System Mechanic	16.88
23310 - Fire Extinguisher Repairer	13.30
23340 - Fuel Distribution System Mechanic	16.88
23370 - General Maintenance Worker	13.66
23400 - Heating, Refrigeration and Air Conditioning Mechanic	18.29
23430 - Heavy Equipment Mechanic	18.16
23440 - Heavy Equipment Operator	18.01
23460 - Instrument Mechanic	16.88
23470 - Laborer	9.08
23500 - Locksmith	15.84
23530 - Machinery Maintenance Mechanic	15.86
23550 - Machinist, Maintenance	16.88
23580 - Maintenance Trades Helper	11.36
23640 - Millwright	16.88
23700 - Office Appliance Repairer	15.98
23740 - Painter, Aircraft	16.31
23760 - Painter, Maintenance	15.70
23790 - Pipefitter, Maintenance	18.27
23800 - Plumber, Maintenance	17.33
23820 - Pneudraulic Systems Mechanic	16.88
23850 - Rigger	16.88
23870 - Scale Mechanic	15.07
23890 - Sheet-Metal Worker, Maintenance	15.01
23910 - Small Engine Mechanic	15.07
23930 - Telecommunication Mechanic I	18.47
23931 - Telecommunication Mechanic II	19.13
23950 - Telephone Lineman	18.47
23960 - Welder, Combination, Maintenance	15.01
23965 - Well Driller	16.88
23970 - Woodcraft Worker	16.88
23980 - Woodworker	12.10

24000 - Personal Needs Occupations	
24570 - Child Care Attendant	9.12
24580 - Child Care Center Clerk	11.57
24600 - Chore Aid	7.71
24630 - Homemaker	12.46
25000 - Plant and System Operation Occupations	
25010 - Boiler Tender	20.02
25040 - Sewage Plant Operator	16.37
25070 - Stationary Engineer	20.02
25190 - Ventilation Equipment Tender	13.46
25210 - Water Treatment Plant Operator	15.99
27000 - Protective Service Occupations	
(not set) - Police Officer	24.85
27004 - Alarm Monitor	9.93
27006 - Corrections Officer	19.80
27010 - Court Security Officer	21.74
27040 - Detention Officer	21.74
27070 - Firefighter	18.02
27101 - Guard I	8.21
27102 - Guard II	9.16
28000 - Stevedoring/Longshoremen Occupations	
28010 - Blocker and Bracer	15.07
28020 - Hatch Tender	15.07
28030 - Line Handler	15.07
28040 - Stevedore I	14.18
28050 - Stevedore II	15.98
29000 - Technical Occupations	
21150 - Graphic Artist	18.41
29010 - Air Traffic Control Specialist, Center (2)	29.36
29011 - Air Traffic Control Specialist, Station (2)	20.24
29012 - Air Traffic Control Specialist, Terminal (2)	22.29
29023 - Archeological Technician I	13.64
29024 - Archeological Technician II	15.27
29025 - Archeological Technician III	18.91
29030 - Cartographic Technician	18.91
29035 - Computer Based Training (CBT) Specialist/ Instructor	21.87
29040 - Civil Engineering Technician	19.87
29061 - Drafter I	12.32
29062 - Drafter II	13.64
29063 - Drafter III	15.26
29064 - Drafter IV	18.91
29081 - Engineering Technician I	11.92
29082 - Engineering Technician II	13.21
29083 - Engineering Technician III	14.79
29084 - Engineering Technician IV	18.31
29085 - Engineering Technician V	22.38
29086 - Engineering Technician VI	27.04
29090 - Environmental Technician	15.64

29100 - Flight Simulator/Instructor (Pilot)	25.67
29160 - Instructor	20.25
29210 - Laboratory Technician	12.78
29240 - Mathematical Technician	18.91
29361 - Paralegal/Legal Assistant I	15.62
29362 - Paralegal/Legal Assistant II	17.14
29363 - Paralegal/Legal Assistant III	20.95
29364 - Paralegal/Legal Assistant IV	25.36
29390 - Photooptics Technician	17.27
29480 - Technical Writer	23.33
29491 - Unexploded Ordnance (UXO) Technician I	18.66
29492 - Unexploded Ordnance (UXO) Technician II	22.57
29493 - Unexploded Ordnance (UXO) Technician III	27.05
29494 - Unexploded (UXO) Safety Escort	18.66
29495 - Unexploded (UXO) Sweep Personnel	18.66
29620 - Weather Observer, Senior (3)	15.57
29621 - Weather Observer, Combined Upper Air and Surface Programs (3)	13.99
29622 - Weather Observer, Upper Air (3)	13.99
31000 - Transportation/ Mobile Equipment Operation Occupations	
31030 - Bus Driver	13.35
31260 - Parking and Lot Attendant	9.71
31290 - Shuttle Bus Driver	13.19
31300 - Taxi Driver	12.24
31361 - Truckdriver, Light Truck	12.97
31362 - Truckdriver, Medium Truck	14.15
31363 - Truckdriver, Heavy Truck	16.72
31364 - Truckdriver, Tractor-Trailer	16.72
99000 - Miscellaneous Occupations	
99020 - Animal Caretaker	10.14
99030 - Cashier	8.38
99041 - Carnival Equipment Operator	11.89
99042 - Carnival Equipment Repairer	12.50
99043 - Carnival Worker	9.31
99050 - Desk Clerk	7.95
99095 - Embalmer	18.66
99300 - Lifeguard	9.80
99310 - Mortician	18.66
99350 - Park Attendant (Aide)	12.31
99400 - Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	8.58
99500 - Recreation Specialist	11.02
99510 - Recycling Worker	8.97
99610 - Sales Clerk	9.60
99620 - School Crossing Guard (Crosswalk Attendant)	8.99
99630 - Sport Official	8.58
99658 - Survey Party Chief (Chief of Party)	13.76
99659 - Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	10.77
99660 - Surveying Aide	7.85
99690 - Swimming Pool Operator	15.41
99720 - Vending Machine Attendant	12.85

99730 - Vending Machine Repairer	15.41
99740 - Vending Machine Repairer Helper	12.85

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$2.36 an hour or \$94.40 a week or \$409.07 a month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)

2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3) WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition.

These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

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REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed. The process for preparing a conformance request is as follows:

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**NATIONAL AGREEMENT**  
**BETWEEN**  
**ITPEU/AFL-CIO**  
**AND**  
**WORLDWIDE SECURITY SERVICES, LTD.**

EFFECTIVE DATES: March 1, 2003  
THROUGH  
FEBRUARY 28, 2006

**TABLE OF CONTENTS**

<b>ARTICLE</b>	<b>TITLE</b>	<b>PAGE</b>
	Preamble.....	1
I	Union Recognition.....	2
II	Union Security and Membership .....	2
III	Equal Opportunity .....	5
IV	Access to Facility .....	5
V	Probationary Period .....	6
VI	Seniority.....	6
VII	Discharge.....	8
VIII	Grievance Procedure .....	8
IX	Arbitration ....	10
X	Military Leave .....	11
XI	Leave of Absence ...	11
XII	Bereavement Leave .....	12
XIII	Shop Stewards.....	12
XIV	Layoffs and Recalls.....	13
XV	Wages .. . . .	13
XVI	Overtime.....	13
XVII	Health and Welfare .....	14
XVIII	Pension .....	15
XIX	Vacation .....	15
XX	Uniforms and Required Equipment .....	15
XXI	Individual Contracts.....	15
XXI I	No Strike - No Lockout .....	16
XXiil	Holidays.....	16
XXIV	Sick Leave .....	16
XXV	Employee Injury .....	16
XXVI	Government Requirements. ....	17
XXVII	General.....	17
XXVII	Duration .....	19

**PREAMBLE**

**THIS AGREEMENT is entered into by and between WORLDWIDE SECURITY SERVICES, LTD. hereinafter referred to collectively as "Company" and the ITPEU/AFL-CIO hereinafter referred to as the "Union," as representative of all non-supervisory employees, in the mutual interest of the employees and the Company to promote and further the efficiency and economy of operations, to provide orderly collective bargaining relations, a method for the prompt and equitable disposition of grievances, and method for the establishment of fair wages, hours and working conditions for the employees covered hereunder. In making this Agreement, it is recognized to be the duty of the Parties to cooperate fully with each other, both individually and collectively, for the advancement of the purposes of this Agreement.**

**THIS AGREEMENT supersedes any and all prior Agreements between the Company and the Union.**

## **ARTICLE I - UNION RECOGNITION**

### **Section A**

The Company hereby recognizes the Union as the sole bargaining agent for all of its non-supervisory employees, excluding all managerial employees and supervisors, as defined in Section 2 of the National Labor Relations Act, as amended.

### **Section B**

Whenever the words "employee" or "employees" are used in this Agreement, they designate only such employees as are covered by this Agreement. Whenever in this Agreement employees or jobs are referred to in the male gender it will be recognized as referring to both male and female employees.

### **Section C**

It is understood by this Section that the parties hereto shall not use any leasing or subcontracting device to evade the terms of this Agreement. The Company shall give a copy of this Agreement and any amendment hereto to the Contracting Officer at every facility where this Agreement is applicable.

## **ARTICLE II - UNION SECURITY AND MEMBERSHIP**

### **Section A**

It shall be a condition of employment that all employees of the Company covered by this Agreement who are members of the Union in good standing on the effective date of this Agreement, shall on or after the thirtieth (30<sup>th</sup>) day following the effective date of this Agreement or the execution date, whichever comes later, become and remain members in good standing of the Union. It shall be a condition of employment that all employees of the Company covered by this Agreement and hired on or after its effective date or execution date; whichever comes later, shall on or after the thirtieth (30<sup>th</sup>) day following the beginning of such employment become and remain members in good standing of the Union.

**Section B****Union Shop Provision to Take Effect if Prohibition Law Invalidated**

The provisions of Article II, Section A, shall be deemed to be of no force and effect in any state whose law governs this contract to the extent to which the making or enforcement of such provisions is contrary to statutes, constitutional amendment of the laws of such state, provided however, that whenever any such court of last resort having jurisdiction of such questions finds the state law to be invalid or inapplicable, the provisions of Section A above shall immediately thereupon be deemed to cover this bargaining unit or employees directly affected by such declaration of invalidity.

**Section C**

If the provisions of Article II, Section A shall be deemed to be of no force and effect the following shall govern:

Employees who are members of the Union on the date of execution of the Agreement and employees who join the Union subsequent to the execution hereof, shall maintain their membership in the Union as a condition of employment during the term thereof.

**Section D**

The Company will deduct from the wages of any employee covered by this Agreement, said employee's dues as a member of the Union upon receiving the employee's voluntary and individual written authorization for the Company to make such deductions, signed by the employee. Such authorization form shall be provided by the Union. The Company will pay over to the proper officer of the Union the wages withheld for such initiation fee and dues. The remittance shall be accompanied by a list showing individual names, social security numbers, dates hired; and amounts deducted. The total remittances are to be made not later than fifteen (15) days after the month for which the deductions are made. The Union shall advise the company of the amount of initiation fees and dues and the manner in which same shall be deducted. The amount so withheld less any amounts due to any improper withholding, shall be reported and paid to the Union monthly.

**Section E**

Payment for membership dues shall not be required as a condition of employment during leaves of absences without pay in excess of thirty (30) days or during period of permanent transfer to a classification not covered by this Agreement.

**Section F**

In the event of termination of employment, there shall be no obligation upon the Company to collect dues until all other deductions have been made.

**Section G**

Upon receiving an employee's voluntary, individual, written, and signed authorization, the Company will deduct from the wages of any such employee covered by this Agreement the voluntary contribution to the ITPE-PAC Fund which that employee has designated in the written, signed authorization. The Company will forward the employee's contribution to the ITPE - PAC Fund at the address designated by the Union not later than fifteen (15) days after the last day of the month during which the deduction is made. The Company will send with the remittance a list of the names of the employees from whom deductions were made and the amount of each employee's contribution. The Union shall provide the Company, prior to any deductions, with a voluntary, signed ITPE - PAC deduction authorization (in the form as attached to this Agreement and made a part thereof) for each employee who elects to contribute.

**Section H**

The Company will make available to the Union a list of newly hired and terminated employees covered by this Agreement. Such list will be prepared monthly and will show the name, social security number and address, job classification and hire or termination date of such employees who were hired or terminated during the month for which the list is prepared.

**Section I**

The Company will make reasonable effort to notify the Union of all openings within each facility covered by this Agreement. The Union may refer applicants for such openings. In interviewing and hiring for such job openings, the Company will not discriminate against any applicant referred by the Union. Nothing in this contract, however, shall be construed to create an exclusive hiring hall arrangement, and the Company shall at all times be free to advertise and list said job openings with any sources available to the Company.

**Section J**

The Company shall be the judge of the qualification of its employees, but shall give full consideration, without prejudice, to the members of the Union, provided they have the necessary qualifications.

**Section K**

The Union agrees to indemnify and save the Company harmless against any claim, suits, judgements, or liabilities of any sort whatsoever arising out of the Company's compliance with the provisions of this Union Security and Membership Article.

**Section L**

Employees in training for a higher position will not receive the higher wage rate until after completing the probation period.

**ARTICLE III - EQUAL OPPORTUNITY****Section A**

In accordance with the established policy of the Company and the Union, the provisions of the Agreement will apply equally to all employees hereunder regardless of sex, color, age, race, creed or national origin. The Company and the Union also recognize the desirability of implementing the national policy of providing equal opportunity to all persons and agree to work actively toward the implementation of that policy.

**Section B**

There will be no discrimination against any employee on account of membership in, or activity on behalf of the Union.

**ARTICLE IV - ACCESS TO FACILITY**

Duly authorized representatives of the Union shall be permitted to investigate the standing of all employees and investigate conditions at any facility covered by this Agreement to see that the Agreement is being enforced, provided that no interview shall be held during the rush hours, or unreasonably interrupt the duties of any employee. The Company shall be notified by the Union representative before he shall take action with the employee involved. The representative of the Union shall contact the highest ranking Company representative then present at the facility and inform him of the circumstances. The employer and the Union representative shall conduct themselves in such manner as to carry out the intent and spirit of this section.

## **ARTICLE V - PROBATIONARY PERIOD**

### **Section A**

Every new employee and any employee rehired after a break in seniority under Article VI of this Agreement shall be on probation for the first thirty (30) days of such employment.

### **Section B**

At any time during such an initial probationary period, an employee may be discharged for any reason, and any such employee so discharged shall not have the right to file a grievance or have other recourse to the grievance procedure.

### **Section C**

Any employee promoted to a job classification covered by this Collective Bargaining Agreement from a lower-paid classification shall be on probation for the first ninety (90) days of employment in the new classification. At any time during such a probationary period, the Company may, for any reason, return the employee to that employee's former position without any loss of seniority, and any such employee shall not have the right to file a grievance or have other recourse to the grievance procedure with regard to any such return to former classification. A promoted employee shall, during the ninety (90) days of the period and thereafter, have the right to file a grievance and resort to the grievance procedure with regard to all other matters covered by -this Agreement.

## **ARTICLE VI - SENIORITY**

### **Section A**

It is agreed that the Company and the Union will meet for the purpose of establishing a seniority list for all employees employed in the unit at the time of the signing of the Agreement. Said seniority list will be based upon official records of the Union, Company, and its predecessors for work performed at all sites. Not later than fifteen (15) days prior to the expiration of the Company's contract covering any facility, the Company shall furnish the Union and the successor contractor a list of all its current employees together with their dates of hire and the dates their last vacation pay was paid by the Company. The following Sections in this Article shall become applicable and shall be in force and effect upon the establishment of the seniority list. Seniority shall, for all purposes of this Article, be on the basis of job classification.



**Section B**

In the event that the Company finds it necessary to lay off employees for any reason, other than disciplinary, such layoffs shall be on the basis of seniority: i.e., the employee on duty in the facility where the layoff occurs having the shorter period of continuous service, shall be laid off first. The Company shall recall such laid-off employee in the reverse order. Senior employees shall have preference of full-time employment at all time if equal distributions of work are impossible. Senior employees, may, however, exercise their Seniority rights by taking a job in a lower classification.

**Section C**

Employees shall have the right to select available work schedules by seniority in job assignments for which they are qualified. Senior employees will have preference for the duty positions with the most work hours. Each employee shall be given his work schedule. The work schedule for each week shall be posted at least four (4) days prior to the beginning of the workweek commencing on Sunday and ending on Saturday. The Company reserves the right to change schedules when required to meet client demands.

**Section D**

Except as otherwise provided herein, seniority shall be measured from the date of the employee's initial hire at any facility with the Company or a predecessor employer engaged in providing similar services at that facility, provided there has been no break in seniority under Section E of this Article, Employees transferred by the Company to any facility covered by this Agreement shall have their seniority measured from the date of the initial hire by the Company or its franchisee as the case may be, regardless of where such service was performed.

**Section E**

An employee shall lose his seniority upon his retirement, resignation or discharge for just cause. An employee will be considered to have resigned if he:

1. fails to report to work on the day following expiration of an authorized leave of absence; unless failure to report is due to conditions recognized by the Company to be beyond the control of the employee and he reported such conditions as soon as possible;
2. is on lay-off for a period exceeding one (1) year;

3. is absent from work for two (2) consecutive workdays without properly notifying the Company of the reason for absence even though the reason for such absence is beyond the control of the employee, or in any event, fails to report for work as scheduled with such reason;

4. fails, while on lay-off, upon notice from the Company that work is available, to report to the Company for work as soon as practicable, but not later than seven (7) work days and provided that the employee notifies the Company within three (3) days of such notice that he will return to work within the seven (7)-day period.

The Company fulfills its obligations under this Section by sending notice via first class mail, telegram or certified letter to the last known address of the employee. It is the obligation of the employee to keep the company informed of his current address and telephone number.

### **Section F**

An employee who has occupied a position with the Company covered by this Agreement and who accepts a position with the Company in a classification not covered by this \* Agreement will continue to accrue seniority for nine (9) months, after which period he shall retain his accumulated seniority, provided he remains in the-employ of the employer.

## **ARTICLE VII - DISCHARGE**

No employee shall be disciplined without just cause, and all discipline will be subject to the grievance procedure and arbitration. All reprimands and discharge notices shall be in writing and signed by the Project Manager. Copies of the reprimand or discharge notice shall be given to the employee reprimanded and the shop steward. Each reprimand shall be canceled after two (2) years. Three (3) separate reprimands may result in immediate dismissal. Theft, intoxication on the job, failure to perform work as directed and illegal possession or use of drugs will result in immediate dismissal regardless of the number of prior reprimands.

## **ARTICLE VIII - GRIEVANCE PROCEDURE**

### **Section A**

A grievance is defined as a claim or dispute by the employer or *employee* or the Union concerning the interpretation of the application of this Agreement.

**Section B**

All grievances must be presented in writing and shall be filed and processed in accordance with the following exclusive procedure:

- Step 1. The employee who has a grievance shall discuss it with the Lt. Supervisor either himself or through his steward. If the grievance is not settled at the Step 1 meeting, it may be appealed by the Union Representative to the Lt. Supervisor at the Step 2 level, within five (5) days of the Step 1 meeting. Company grievances shall be processed beginning with Step 2.
- Step 2. The Union Representative as designated by President and the Project Manager will discuss the grievance. If the grievance is not disposed of to the satisfaction of the party filing the grievance at Step 2, the grievance may be appealed to Step 3 by the party or the representatives of the party filing the grievance by filing a written appeal to the opposing party within seven (7) days after Step 2.
- Step 3. Within seven (7) days after the appeal of the opposing party, the parties (the Company represented by the Company President or its Designee, and the Union represented by the Union Designee) will attempt to settle the grievance. The party being complained against shall render the party's decision in writing, within five (5) days of such meeting. If the grievance is not disposed of to the satisfaction of the complaining party the grievance may be appealed to arbitration by the Company or the Union lodging a written appeal with the other party within ten (10) days of receipt of such written decision.

**Section C**

A grievance involving discharge of an employee shall be brought directly to Step 2 and must be filed within seven (7) days of discharge.

**Section D**

A grievance not involving discharge shall be without effect unless filed in writing within seven (7) days from the date the complaining party discovered the facts or should have discovered the facts giving rise to the grievance.

### **Section E**

At any step of the grievance procedure, the Company or the Union may designate a substitute for the official designated herein. The officially designated representative of either party may be accompanied by two (2) other persons at any step of the procedure except Step 1. The parties may mutually agree that further representatives may be present.

### **Section F**

The time limits set forth in this Article may be extended mutually in writing. Time limits are exclusive of Saturday, Sunday and recognized holidays.

## **ARTICLE IX - ARBITRATION**

### **Section A**

Within ten (10) days after the filing of the notice of the intent to submit the unsettled grievance to arbitration, the parties shall attempt to mutually select an impartial arbitrator. If the parties are unable to agree within five (5) days of that meeting upon the choice of an arbitrator, they shall request the Federal Mediation and Conciliation Service to submit a list of seven (7) persons who are members of the National Academy of Arbitrators and are qualified. A representative of the Company and a representative of the Union shall meet within five (5) days of the receipt of the list and shall alternately strike two (2) names from the list, the party to strike first to be selected by lot. The seventh remaining person shall thereupon be selected as the impartial arbitrator.

### **Section B**

During the hearing, each party shall have full opportunity to present evidence and argument, both oral and documentary. The impartial arbitrator will render his finding and award in writing within fifteen (15) days after the conclusion of the hearing. The decision of the impartial arbitrator shall be final and binding. The impartial arbitrator shall have no authority to modify, amend, revise, add to or subtract from any of the terms and conditions of this Agreement.

### **Section C**

The fees of the arbitrator and necessary expenses, including transcript, if desirable, of any arbitration proceeding shall be borne equally by the Company and the Union except that each party shall pay the fees of its own counsel or representative. If an employee witness is called by the Company, the Company will reimburse him for time lost at his regular straight time base rate. If an employee witness is called by the Union, the Union will reimburse such personnel for time lost.

## **ARTICLE X - MILITARY LEAVE**

### **Section A**

Employees entering the military or naval service, Red Cross or other combat relief service or conscripted civil service of the United States during the life of this Agreement will be placed on military leave of absence in accordance with the provision of the Universal Military Training and Service Act, and will retain their seniority while in such service and be returned to their former positions upon honorable discharge from service, provided they are physically and mentally capable of working.

### **Section B**

An employee who is a member of a military reserve unit and who is required to participate in active training will be granted a leave of absence without pay for the period of such training duty, not to exceed thirty (30) days in any year.

### **Section C**

An employee applying for leave under this Article will give the Company at least five (5) working days notice prior to reporting date, if possible.

## **ARTICLE X1- LEAVE OF ABSENCE**

### **Article A**

The Company may, at its complete discretion, grant employee leaves of absence for restoration health, medical, dental or other treatment, maternity leave, or employment by the Union. Any such leave, if granted, shall not prejudice seniority status for purposes of layoffs and recalls. Denial of any leave request is not subject to review under Article IX of this Agreement.

### **Section B**

Except as otherwise provided herein; a leave of absence under this Article will not be considered employment time for seniority purposes. For example, an employee works continuously for nine (9) months and is granted a thirty (30) -day leave of absence without pay. When the employee returns to work he has nine (9) months seniority and will be required to work three (3) more months in order to have one (1) year of seniority.

### **Section C**

Upon return from a leave of absence, the employee will be returned to work for which he can qualify in his job classification on the basis of seniority.

### **Section D**

Any employee who engages in gainful employment without permission of the Company while on a leave of absence shall be subject to discharge.

### **Section-E**

All leaves of absence shall be in writing and for a specific designated period of time and an employee may return to work earlier than the specifically designated date for his return only with the consent of the Company.

## **ARTICLE XII - BEREAVEMENT LEAVE**

Employees shall be entitled to paid bereavement leave as set forth in the applicable local addendum hereto.

## **ARTICLE XIII - SHOP STEWARDS**

### **Section A**

Shop Stewards shall be designated by the Union from the group they are to represent, and the Union will notify the Company of the duly designated shop steward(s) at each facility. Maximum one Shop Steward per shift. The shop steward will be given top seniority to the fullest extent allowed by law.

### **Section B**

The Shop Stewards shall not interfere with the management of the business or direct any work of any employee, but may advise the Company of any violations of the Agreement, and also notify the employee participating therein.

**Section C**

Prior to leaving the work area, a Shop Steward will request permission from the supervisor. Shop Stewards will not leave the work area without permission.

**ARTICLE XIV - LAYOFFS AND RECALLS**

In the event of a reduction of forces, the Company will give reasonable notice of layoff under the circumstances, to the employees with the least seniority within the affected facility, and will recall employees in the reverse order, such recall to be by job classification. No new employees will be hired at any facility until all qualified laid-off employees at the affected facility have been recalled, and all qualified, laid-off employees at all other facilities have been offered the position(s) involved. However, a laid-off employee from a facility other than the one in which the vacancy occurs may reject the offer, if it would require that employee to be relocated, without loss of seniority and future right of recall.

**ARTICLE XV - WAGES**

The schedule of effective wage rates and job classifications for employees is set forth in the applicable local addendum hereto.

**ARTICLE XVI - OVERTIME****Section A**

One and one-half (1 ½) times the hourly rate of pay will be paid for all time worked in excess of sixteen (16) hours per day, or lesser hours where provided by applicable state laws.

**Section B**

One and one-half (1 ½) times the hourly rate of pay will be paid for all hours worked in excess of forty (40) hours per week.

**Section C**

A regular employee who has completed his shift, has left the Company property and is thereafter called for work at any time prior to two (2) hours before his next scheduled shift; will be provided with four (4) hours of work or pay therefore at the applicable rate.

**Section D**

No overtime will be worked except by prior direction of the proper supervisory personnel of the Company, except in the case of emergency and when prior authority cannot be obtained.

**Section E**

For overtime purposes; a day is the twenty-four hour period beginning with the daily starting time as set forth in the Company's contract with the government.

**Section F**

Nothing herein shall be construed to require or permit the pyramiding of overtime or overtime pay.

**Section G**

For the purpose of computing overtime, the workweek shall commence at 0001 hours on Monday and terminate at 2400 hours on Sunday.

**ARTICLE XVII - HEALTH AND WELFARE**

The Company shall pay the health and welfare benefits as set forth in the applicable local addendum hereto, not to exceed eight (8) hours per day or forty (40) hours per week for each employee.

In executing this Agreement, the Company agrees to be bound by the terms and conditions of the Agreement and declaration of Trust establishing the ITPE Health and Welfare Plan and any amendments duly adopted hereto. The Company further agrees to be bound by all resolutions and other actions taken by the Board of Trustees of such Plan, provided the Company receives timely written notice of such resolutions and actions.



## **ARTICLE XVIII - PENSION**

The Company shall pay pension benefits as set forth in the applicable local addendum hereto, not to exceed eight (8) hours per day for each employee.

In executing this Agreement, the Company agrees to be bound by the terms and conditions of the Agreement and Declaration of Trust establishing the ITPE Pension Fund and any amendments duly adopted thereto. The Company further agrees to be bound by all resolutions and other actions taken by the Board of Trustees of such Fund, provided the Company receives timely written notice of such resolutions and actions.

## **ARTICLE XIX - VACATION**

Employees shall be entitled to paid vacation as set forth in the applicable local appendix hereto.

## **ARTICLE XX - UNIFORMS AND REQUIRED EQUIPMENT**

Proper uniforms and safety equipment will be furnished and laundered by the Company without cost to the employee. However, the Company may require or permit employees to launder and maintain uniforms furnished by the Company. When any employee is required or permitted to launder and maintain Company furnished uniforms, he will be compensated in accordance with the provisions of the applicable local addendum hereto. (Such payments shall not be for more than eight (8) hours per day or forty (40) hours per week for each employee.) Employees will provide their own undergarments, socks, shoes; belts, and other personal items in accordance with the government contract in effect with the Company.

## **ARTICLE XXI - INDIVIDUAL CONTRACTS**

No employee shall be compelled or allowed to enter into any individual contract or agreement with the Company concerning the conditions of employment contained herein.

## **ARTICLE XXII - NO STRIKE - NO LOCKOUT**

### **Section A**

During the term of this Agreement, the Union shall not authorize, cause, engage in, sanction or assist in any work stoppage, strike or slow-down of operations.

### **Section B**

During the term of this Agreement, the Company shall not cause, permit or engage in any lockout of its employees.

### **Section C**

The Company reserves the right to discharge or otherwise discipline any employee taking part in any violation of this provision of the Agreement.

## **ARTICLE XXIII - HOLIDAYS**

Employees shall be entitled to Holiday pay as set forth in applicable local appendix hereto.

## **ARTICLE XXIV - SICK LEAVE**

Employee shall be entitled to paid Sick Leave as set forth in applicable local appendix hereto.

## **ARTICLE XXV - EMPLOYEE INJURY**

The Company shall abide by all applicable laws regarding treatment of and benefits for employees who are injured on the job.

## **ARTICLE XXVI - GOVERNMENT REQUIREMENTS**

The Union agrees to cooperate with the Company in all matters required by the United States Government, and the Union recognizes that the terms and conditions of the Agreement are subject to certain sovereign priorities which the United States Government may exercise. The Union agrees that any actions taken by the Company pursuant to a requirement of the United States Government shall not constitute a breach of this Agreement.

Nothing in this Agreement shall be construed to prevent institution of any change prior to discussion with the Union where immediate change is required by the United States Government. The Company will, however, negotiate with the Union concerning effects of any such change.

## **ARTICLE XXVII - GENERAL**

### **Section A**

This Agreement and the local addenda hereto, when accepted by the parties hereto and signed by the respective representatives hereunder duly authorized, shall constitute the sole agreement between them involving the employees covered by this Agreement.

Any alteration or modification of this Agreement must be made by and between the parties hereto and must be in writing.

### **Section B**

In the event any provision of this Agreement or of any local addendum hereto is declared invalid by any competent court or governmental agency on account of existing or future legislation, such invalidation shall not affect the remaining provisions of this Agreement and the local.

### **Section C**

Any employee leaving the service of the Company will, upon request from the employee, be furnished with a letter setting forth the Company's record of his job classification, stating his length of service and beginning and ending rate of pay.

**Section D**

Employees entering the service of the Company shall be required to take a physical examination, random drug testing, height must be proportional to weight, MMPI exam and any other medical or physical requirements according to the RFP specified by the Company. Any time thereafter, an employee may be subject to further physical examinations during the course of his employment or recall to service after layoff or leave of absence.

Where the Collective Bargaining Agreement is in conflict with the requirements of the Company's obligation to the government, the government requirements will take precedence.

**Section E**

Company payroll records with respect to any employee in the unit whose pay is questioned will be provided upon request of the Union within a reasonable period of time, except for payroll records with respect to the current period with respect to such an employee, which may be examined by the Union upon reasonable request during business hours.

**Section F**

Subject to the express limitations of this Agreement, and any applicable local addendum hereto; the Company retains the sole and exclusive right in its discretion to manage its business, to hire, discharge for cause, lay off, assign, transfer; promote or demote its employees, to determine the starting and quitting time, to establish or discontinue or change operations, productions or work standards or plant rules, provided, however, that with respect to any action which results in a change in established work rules; existing hours of work or the size of the work force, the Company shall give prior notice to the Union before taking such action and shall afford the Union a reasonable opportunity to negotiate such matters. The Company handbook is attached hereto and incorporated by reference. Nothing herein shall prevent individual employees, either alone, or with a Union representative, from consulting with the Company representatives on problems relating to their individual work schedules.

## **ARTICLE XXVIII - DURATION**

### **Section A**

This Agreement shall become effective March 1, 2003 and shall continue in full force and be effective until February 28, 2006 and shall renew itself each successive March 1s' thereafter unless written notice of an intended change is served in accordance with the Labor Management Relations Act is amended by either party hereto at least sixty (60) days, but not more than ninety (90) days, prior to the termination date of this contract.

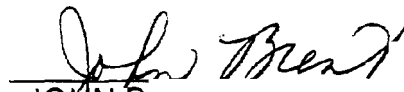
### **Section B**

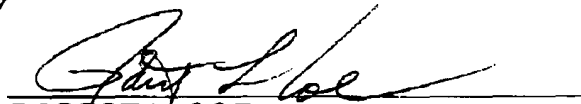
For the purpose of negotiating changes in wages, group insurance contributions, sick leave, vacation and holidays, as well as changes in, or the introduction of, other fringe benefit programs, for any covered facility, the parties shall meet on or about January 1<sup>st</sup> of each contract year. If the parties are unable to reach agreement by March 1<sup>st</sup> of each year, either party may terminate this Agreement upon ten (10) days written notice to the other party.

IN WITNESS WHEREOF, the parties hereto executed this Agreement this 15th day of January; 2003.

ITPEU/AFL-CIO

WORLDWIDE SECURITY  
SERVICES, LTD.

  
JOHN B.  
SEC

  
ROBERT L. COE

RENTON, III

SECRETARY - TREASURER

PRESIDENT

**EXHIBIT 26****PATROL VEHICLE REQUIREMENTS**

1. Facility: Fresno IRS Center, 5045 E. Butler Ave., Fresno 93779

2. Contractor Furnished Vehicle:

The Contractor shall furnish one patrol vehicle, pickup truck with an anchored lockable tool box and no camper shell, equipped with a conventional, universal, first-aid kit: and a minimum ten (10) portable, dry chemical, ABC extinguisher, installed and maintained by the contractor in accordance with NFPA 10, Portable Fire Extinguishers. The IRS will replace the contents of the extinguisher if it is used for IRS purposes. The vehicle shall be new (current model/year at the start of the contract) and permanently maintained at the designated locations except while on patrol or as otherwise provided herein.

One (1) patrol vehicle shall be four-wheeled, covered, motor scooter or cart. The vehicle shall only be used at designated locations and shall not be used for travel on city streets. Four-wheeled, covered, motor scooter is required for traveling and surveillance within fenced perimeter of 5045 E. Butler Ave., located in Fresno, California.

The vehicles shall be in operating condition at all times; however, if maintenance or repairs are needed, the Contractor will be allowed 24-hours to make the repairs or perform the maintenance. This 24 hour allowance will be granted only once in any 30 day period. In the event a patrol vehicle becomes temporarily inoperable (due to maintenance, etc.) beyond the 24-hour allowance, the Contractor shall provide an equivalent, fully operational, substitute vehicle.

3. The patrol vehicle sites and mileage estimates are provided as follows:

- The one (1) pickup truck patrol vehicle primarily located at 5045 E. Butler Ave. in Fresno is required for traveling to and from all other sites covered in this contract. The estimated daily mileage for this patrol vehicle could be up to 50 miles.
- The one (1) patrol vehicle consisting of four-wheeled, covered, motor scooter or cart is required for traveling and surveillance within the fenced perimeter at the Butler Ave. location. The estimated daily mileage is 10 miles.

**EXHIBIT 27 (7 pages total)****DEPARTMENT OF THE TREASURY  
BUREAU OF ALCOHOL, TABACCO AND FIREARMS****ODOR RECOGNITION PROFICIENCY STANDARD  
FOR EXPLOSIVES DETECTION CANINES****INTRODUCTION**

The Secretary of the Treasury was authorized to establish scientific certification standards for explosives detection canines pursuant to the Omnibus Consolidated Appropriations Act of 1997. Section 653(a) of the act provides the following:

"Sec. 653. (a) Authorization. - The Secretary of the Treasury is authorized to establish a scientific certification standard for explosives detection canines, and shall provide, on a reimbursable basis, for the certification of explosives detection canines employed by Federal agencies, or other agencies providing explosives detection services at airports in the United States."

Explosives detection canine training is a two-phase process. In phase one the canine learns to recognize and alert to various explosives odors. The ability of a canine to recognize explosives odors is the foundation for any explosives detection canine program. It is essential that the canine be able to demonstrate its ability to recognize explosives odors before leaving phase one and becoming a fully operational canine. The Department of the Treasury's Odor Recognition Proficiency Standard was developed to meet this need.

In phase two, the canine is trained to use this ability operationally in the environment where it will work. Each agency is responsible for its own operational training and final certification of a canine's effectiveness in an operational environment. The Department of the Treasury recognizes that agencies with explosives detection canine programs have different training methods and standards, and that the operational environments in which explosives detection canines are used vary among agencies and are related to their specific missions. This Odor Recognition Proficiency Standard should be used to verify the canine's ability to recognize explosives odors in phase one. It does not replace an agency's operational certification process and does not "certify" a canine for operational deployment.

**PURPOSE:**

This minimum Odor Recognition Proficiency Standard (*the Standard*), which employs an odor recognition proficiency test (*the test*), is established to determine whether or not a canine can successfully recognize explosives odors.

The test is intended to be used in conjunction with any training methodology and to provide a standardized method for assessing a canine's ability to recognize explosives odors.

Successful completion of this test does not indicate proficiency in operational environments. Odor recognition, operational training, and testing using varying amounts of explosives odors are the responsibility of each agency.

**SCOPE:**

This test is only designed to assess a canine's ability to successfully recognize explosives odors.

**OVERVIEW OF THE TEST-**

This test involves simple recognition of explosives odors. A blind test method is used. For the purposes of this test, blind testing means the qualified handler will not know where the explosives samples are placed. This will help verify that the canine is actually recognizing explosives odors and not responding to any external cues.

An independent test administrator will be responsible for selecting and recording the placement of all sample containers (*distraction odors and explosives odor samples*) and evaluating the test results.

Use of this test by an agency is voluntary. At a minimum, agencies that do not validate the canine's ability to recognize and alert to all required explosives odors during their recurring operational validation should administer the test annually.

**MATERIALS:**

Uncontaminated distraction samples and explosives samples will be utilized. (*See Distraction Odor Samples in Appendix A and Proper Handling of Explosives Samples in Appendix B.*)

The quantity of explosives used for each test sample will measure from 15 grams up to one-quarter of a pound, with the exception of dynamite, which shall not exceed one-half of a pound. Detonating cord, time fuse, or safety fuse will not exceed 5 feet in length.

**Preparation of Sample Containers:**

In order to avoid cross contamination, proper handling and storage procedures must be strictly followed. (*See Proper Handling and Storage Procedures in Appendix B.*)

Each test sample (*explosive or distraction*) will be placed in a clean, unused container, with a perforated top (*e.g., unused cardboard box, metal paint can, etc.*). All perforated sample



containers must be identical. Each perforated container will be placed in a larger external container. All external containers must be identical. External containers do not have to be sealed or have lids. All containers will be absent of external markings and all perforations will be small enough to eliminate the presence of visual cues.

**TEST METHOD:**

Ten different explosives will be utilized, including six mandatory explosives and four elective explosives. (*See Explosives Categories to be Used for Testing in Appendix A*). Each agency will select four elective explosives from the list of electives, based on its assessment of the threats it is most likely to encounter.

Thirty sample containers will be prepared as described. Ten of these sample containers will contain the six mandatory and four elective explosives samples. Fifteen of the remaining sample containers will be filled with different distracters, and the remaining five sample containers will be empty.

The sample containers will be spaced a minimum of 4 feet apart. The 10 explosives samples will be placed randomly among the 20 other containers. The test administrator will select the overall arrangement of the sample containers. Examples of arrangements include individual lines of 10 or fewer containers or circular configurations of 10 or fewer containers.

To allow for sufficient odor availability, the sample containers must be in place for a minimum of 15 minutes prior to testing.

Certain environmental factors (*e.g., temperature and humidity*) influence the vapor pressure of explosives. Therefore, the test should be administered in an area where the ventilation and conditions are consistent with the normal working environment of the canine. Additionally, it is recommended that the following parameters for each test be recorded: time of day, temperature, weather conditions, quantity of each explosives sample, and amount of time between the placement of the last test sample and the start of the testing process (*set time*).

**PROCEDURE:**

Prior to starting the test, the following will be explained to the canine qualified handler:

The canine team will be allowed to search each sample container twice.

The qualified handler will identify when the canine has made an alerting response and report it to the test administrator.

The test administrator will record the placement of the container where each alerting response is identified.

The canine will only be rewarded for correct alerts made on positive samples identified by the qualified handler, and confirmed by the test administrator, during this test phase.

The test administrator will evaluate the test results.

#### **EVALUATION OF TEST RESULTS:**

PASS: To successfully pass the Odor Recognition Proficiency Test, the canine must make positive responses on all 10 explosives odors used in the test. The canine is allowed two responses on non-explosives samples.

FAIL: The canine will fail the test if ANY explosives sample is missed or if more than two responses are made on non-explosives samples.

If the canine fails the test, the agency's training staff should evaluate the reason for the failure and schedule the canine for further training. The test, in its entirety, should then be re-administered.

#### Annual Odor Recognition Testing:

Once a canine has successfully passed this initial Odor Recognition Proficiency Test, it is recommended that this test be administered, at a minimum, on an annual basis. At a minimum, agencies that do not validate their canine's ability to detect all required explosives odors during their recurring operational validation should administer the test annually.

## APPENDIX A

### EXPLOSIVES CATEGORIES TO BE USED FOR TESTING

Explosives detection canines should be able to recognize common explosives used by bombers today. The six mandatory explosives cover a range of common explosives encountered today, including propellants (low *explosives*) and high explosives. The selection of these explosives odors is based on statistical use and availability data (*i.e., actual bombings, thefts, recoveries, and commercial availability*). The electives represent additional commercial, military, and improvised explosives, which may be used for this test.

Some explosives are available in a variety of chemical formulations. For example, cast boosters could contain TNT, Composition B, PETN and TNT, etc. It is imperative that the manufacturer's product literature, to include the Material Safety Data Sheet, be reviewed to ensure that the specific explosives content of each test sample used is known.

The Antiterrorism and Effective Death Penalty Act of 1996 (Section 842 of title 18, United States Code) mandated that as of April 24, 1997, all plastic explosives manufactured in the United States be marked with a chemical detection agent. The handler should be aware of whether or not the plastic explosives used in training and testing contain the detection agent. It is recommended that canines be exposed to marked and unmarked plastic explosives, if available.

Explosives are listed in alphabetical order. This list does not signify order of relative importance.

#### **Six mandatory explosives for testing:**

Black Powder (free flowing, time fuse, or safety fuse)

Double-base Smokeless Powder

Dynamite (containing EGDN and NG)

PETN-based Detonating cord

RDX-based Detonating cord or C-4

TNT

#### **Four elective explosives for testing:**

Each agency will select the remaining four explosives odors from the following list. Selections should be based on an assessment of the threats most likely to be encountered in the agency's working environment.

Commercial and Military Explosives (*examples*):

Binaries	Black powder	Photoflash/fireworks/ Pyrotechnics
substitutes	Blasting agents	Cast powders
boosters	Composition B	Plastic explosives
Emulsions		SEMTEX Single base smokeless
		powders
		Slurries
		Tetryl
		Water gels

Improvised Explosives (*examples*):

Chlorate-based mixtures  
 Nitrate-based mixtures  
 Perchlorate-based mixtures  
 Urea nitrate

## DISTRACTION ODOR SAMPLES:

For the purpose of this standard, a distraction odor is any non-explosives odor that a canine may encounter in its operational environment. For example, if the canine routinely searches luggage, items commonly found in a suitcase, such as clothing, cosmetics, and various toiletries would be suitable distraction odors for this test. If the work environment for the operational canine varies, a selection of items from various categories, such as food (*human and pet*), health and beauty aids, and textiles would suffice.

## APPENDIX B

### INFORMATION ON PROPER HANDLING AND STORAGE OF EXPLOSIVES SAMPLES

Fresh explosives samples should be obtained for each testing session. These explosives must never have been used in any previous canine training or testing exercises. It is desirable that explosives samples used in the test be stored separately from the explosives used in training.

In order to guarantee accuracy and proficiency in explosives detection, safeguards must be in place to ensure that the canines are detecting explosives and not a contaminated sample. For example, if a training aid has been used for some time and is reused in the canine's proficiency test, the canine may actually be alerting to its own scent or the scent of the qualified handler on the aid.

Care should be taken to avoid the cross-contamination of one explosives sample with the prevalent odor of another. This situation can occur when different explosives have been stored together for any amount of time in a common bunker without individual containment. The qualified handler may have a false sense that the canine is training on several distinct odors, while in fact, the canine is training only on one or two odors.

It is critically important that every effort be made to keep the explosives used in training and testing uncontaminated from other odors, whether from other explosives or from other materials with distinct odors that could be picked up by the explosives.

#### **Proper Handling:**

All explosives samples used during this test must only be handled by one designated person. The person handling the explosives samples must not handle any of the distraction odors. Explosives must not be handled with bare hands; disposable gloves must be used. The gloves must be used with only one explosives sample and then discarded.

The individual assigned to handle the distraction odors will also wear the same type of disposable gloves when handling the distraction odor samples.

The canine qualified handler must not participate in the handling or placement of the explosives or distraction odors.

#### **Explosives Storage Facility:**

Existing bunkers that have contained multiple explosives are most likely already contaminated. It is preferable to obtain pristine storage facilities that have never previously contained explosives. Other explosives should never be stored where dynamite, TNT, ammonium nitrate, or ANFO are, or have ever been, stored because these compounds tend to readily cross contaminate the other explosives.

The best storage method is to have separate dedicated storage facilities for each explosive. If this is not possible, the dynamite, TNT and ammonium nitrate or ANFO should still be stored in individual dedicated facilities, with the other explosives properly contained in another facility.

Additionally, every effort should be made to separate plastic explosives marked with a detection agent from unmarked plastic explosives.

**Regulatory Requirements:**

All industry and manufacturer safety requirements must be strictly followed. All handling, storage, and transportation of explosives must be in compliance with all Federal, State, and local laws.

For additional information on this standard, please send a written request from the agency supervisor, on official agency letterhead, to the Bureau of Alcohol, Tobacco and Firearms, Canine Operations Branch, 650 Massachusetts Avenue, Room 5100, Washington, DC 20226.

The Bureau of Alcohol, Tobacco and Firearms would like to acknowledge and formally thank the following agencies for their assistance, technical expertise, and recommendations; all of which contributed to the development of the Department of the Treasury Odor Recognition Proficiency Standard For Explosives Detection Canines:

DEPARTMENT OF DEFENSE MILITARY WORKING CANINE GROUP  
FEDERAL AVIATION ADMINISTRATION  
UNITED STATES CAPITOL POLICE  
UNITED STATES SECRET SERVICE

**EXHIBIT 28**

**TYPICAL POST ORDERS**

**1-31 & SHIFT SUPERVISOR**

<b>GUARD POST ASSIGNMENT RECORD</b>		<b>Field Office:</b> Fresno, CA	<b>Post No:</b> 65-1
<b>Facility or Building:</b> IRS Fresno Center			<b>Building:</b> Reception Area
<b>Building Address/City:</b> 5045 E. Butler, Fresno, CA		<b>Authorized Signature:</b>	<b>Date:</b>
<b>Time</b>		<b>Post Duties</b>	
<b>From</b>	<b>To</b>	<b>Building 4 Receptionist - Armed Officer 0600 - 1630 Hours (M-F)</b>	
		<b>A.</b>	Greet all visitors, salespersons, repairpersons, vendors, etc.
		<b>B.</b>	Verify identity as follows: <ul style="list-style-type: none"> <li>a. Visitor list</li> <li>b. Approved Visitor Authorization Request (FSC Form 0197).</li> <li>c. Approved vendor's access letter. (Check each time.)</li> <li>d. Verbal or written authorization of IRS Physical Security Staff; Assistant Physical Security Analysts (APSA1 or APSA2), Physical Security Analysts (PSA, PSA1 or PSA2), Contracting Officer's Technical Representative (COTR) and/or the Project Manager of Security.</li> <li>e. Check identification (badge, driver's license, etc.)</li> <li>f. Appointment book.</li> </ul>
		<b>C.</b>	If verification of employment is required, the security post will notify the supervisor who will perform the duty of verification.
		<b>D.</b>	Ensure "ALL" unbadged visitors (Non-IRS) pass through the metal detector. Issue the "Confidentiality Card."
		<b>E.</b>	Issue appropriate non-photo badge(s) as necessary; i.e.; white, red, escort, visitor, temporary. Issue a temporary badge and disclosure statement to employees who have lost or forgotten their badges upon completion of Form 4589, Lost or Forgotten Badge Request. <u>A Team Leader, Group Leader, or Operations Manager must sign them in and must print the employee name.</u> (Representative from the Physical Security Staff may sign employee in when management is not available.)
		<b>F.</b>	Ensure that everyone has a badge on and is wearing it properly. (Photo and/or designator are visible.) Persons without badges will <u>not</u> be permitted past this point except as specified in item 38. All visitors, with or without a badge, will sign in on ROWR 12811, Visitor Register. <u>All Law Enforcement Officers must reflect their badge number by their name.</u>



		<p><b>G.</b> As necessary, give all new visitors, tour groups, etc., a typewritten handout regarding the wearing of badges and security reminders.</p> <p><b>H.</b> Ensure that non-photo badges and badges of non-IRS employees are not taken from the building. Landscape employees are an exception due to grounds maintenance outside the building and security officers performing duties outside of buildings.</p>
		<p><b>I.</b> Ensure that all entries on Form 4589, Lost or Forgotten Badge Request, are accurate and complete; and upon return of the temporary badge to the post, ensure that forms are forwarded to the supervisor for submission to the Badge Clerks daily.</p> <p><b>J.</b> Perform daily inventory of all badges assigned to post. Immediately report any missing badges to the Project Manager of Security and prepare an incident report. Ensure that all badges collected which are not assigned to this post are <u>immediately</u> returned to the appropriate post. Inventory sheets will be submitted to supervisor for submission to the Badge Clerks. Secure all badges and equipment in a locked container when post is unattended.</p> <p>If any embossed or photo badges are returned with proximity cards attached, leave the proximity card attached. When performing the daily inventory of badges, indicate with a "P" in the appropriate block for that badge that a proximity card is attached. <u>Embossed badges are to be pulled upon the expiration date and provided to the Badge Clerks.</u></p> <p><b>K.</b> Coordinate with Post 2 (Butler Avenue gate) regarding persons allowed entry. If the person does not arrive from the gate within 2 minutes, contact security officer at Post 2.</p> <p><b>L.</b> All weapons will be issued and received in weapons room.</p> <p><b>M.</b> After initial loading and holstering of weapon when reporting for duty, the weapon will be withdrawn from the holster only as a last resort when, in the considered opinion of the security officer, there is a danger of loss of life or serious bodily injury to himself/herself or another person.</p> <p><b>N.</b> Check all property brought in or taken from building. Property Passes are required for all <u>government</u> property; i.e., office machines, paintings, tape recorders, laptop computers, calculators, cameras, etc., taken in or out of the building by IRS employees or vendors. Check list of IRS personnel authorized to remove property. Obtain permission of a responsible IRS person for vendors, repair persons, etc., to remove property. Ensure magnetic media (refer to photographs in desk book) is only removed by authorized personnel. Personally owned television sets will be allowed on the property; however, item must have a property pass and television sets will be limited to mini-television sets.</p> <p>Personal property of IRS employees (i.e., cellular telephones, radios, radio cassette players, headphones) do not require property passes. Cameras, regardless of ownership, must have a property pass. Physical Security Staff is responsible for preparing property passes for all cameras. Original copy of pass will be provided to Post 1 and upon expiration of pass, pass is to be thrown away.</p>

		O.	<p>Inspect all Vendor briefcases taken in and out.</p> <p>a. Inspect packages, parcels, backpacks, boxes, and equipment for (all Visitors only) to ensure only authorized items are brought into or taken out of the facility and to discourage theft of property. (When the Government is in High Alert, this paragraph <u>may</u> pertain to employees also).</p> <p>b. Lunch bags, purses, and thermoses will not <u>normally</u> be inspected unless the security posture dictates otherwise, <u>or</u> the security officer has reason to suspect unauthorized removal of property.</p> <p>c. Request assistance of the supervisor, when necessary, to check briefcases, above-mentioned items, and/or personnel entering or leaving the Center.</p>
		P.	Become familiar with building and post emergency procedures and action to be taken by the post guard in the event of bomb threats, fires, intrusions, evacuations, and other types of emergencies.
		Q.	Maintain officer's desk book in good condition. Keep post neat and clean at all times.
		R.	Operate building public address (PA) system when requested.
		S. T.	<p>Report anything unusual to the Console.</p> <p><u>Never</u> leave post until properly relieved, including a correct pass down to the person relieving the post.</p> <p><u>Note:</u> In any emergency situation occurring in the vicinity of the post; i.e.; fire, employee or unauthorized intruder, altercations (fights, vehement arguments, etc.), the security officer may leave his/her post for expediency in resolving the situation. Security officer should immediately radio for backup assistance and contact supervisor for instructions in all cases.</p>
		U.	Eating, drinking, sleeping, smoking, reading of personal material, and making personal telephone calls will not be allowed while on duty at post. Do not use the pay telephone when on duty at the post. <u>No AM/FM radios</u> , etc., are permitted on this post.
		V.	Entry and exit controls take priority over telephone conversations unless telephone conversation is an emergency.
		W.	Ensure that all entries on ROWR 12811, Visitor Register, are accurate and complete and submit <u>monthly</u> through the supervisor for submission to the Badge Clerks.
		X.	Assist IRS personnel in reasonable security-related requests for visitors. (Such as; property passes or camera passes, etc.)
		Y.	All Government vehicles will be dispatched by Site Coordinators office. Refer all employees needing a vehicle to that office secretary, ext. 6009.
		Z.	Ensure that all entries are accurate and complete on ROWR Form 1202, Property Pass and submit <u>monthly</u> to Facilities Management Branch Property Clerk through your supervisor.

		AA.	Expedite other security-related duties as assigned.
		BB.	Security officer will not engage in casual conversation with IRS employees/contractors/vendors and other security officers. Conversations will be limited to business communications.
		CC.	When GAO personnel arrive at the Center, Ms. Terry Quinn at extension 5215 or Ms. Michelle Steinhauer at extension 5322 or 6024 will be contacted as all GAO personnel must be signed in on the " <u>first day only</u> ".
		DD.	Issue laminated camera passes to news media only.
		EE.	Security officer will keep a clear view of entrance at all times. Persons signing in or waiting for property pass will be asked to step to the side.
		FF.	Prepare incident reports as necessary for <u>all</u> traffic accidents witnessed <u>within the fenceline</u> . If the accident was not witnessed by a security officer, the employee will be responsible for completing the incident report. Notify Console immediately. FPO must be notified if there are personal injuries or damage to Government property. (Weekends and/or Holidays)
		GG.	Badged employees needing vehicle service (i.e., flat tires, jump starts, tow trucks, mechanics, etc.) may provide clearance but must <u>meet</u> the service representative at the gate. Ensure ROWR 12811, Visitor Register is completed. Badged employee will escort service representative to their appropriate vehicle. Anyone requesting to exchange vehicles, place items in or take items out of a vehicle will <u>not</u> be allowed to do so without verification by the driver who <u>must</u> meet the individual at the gate.
		HH.	Other than those authorized to provide clearances, refer all individuals requesting clearance to APSA1, APSA2, PSA, PSA1, PSA2, or COTR.
		II.	Operate the magnetic lock releases for the glass doors leading into the EEO/Personnel area, Physical Security Staff Office, and badge/restroom area. Only allow badged individuals into the EEO/Personnel area and Physical Security Staff Office. The only unbadged entry is into the badge/restroom area for restroom use, and the individual must pass through the magnetometer prior to entering the area.
		JJ.	All <u>Subpoenas/Summons</u> that are delivered to the Butler Avenue site will be accepted by either Ms. Cheryl Johnson, extension 6041. If contact is unavailable, please advise the server of the following:  Utilizing the telephone located at the Reception Desk; have server Contact the Disclosure Office at (559) 253-4943. (The Disclosure Office will coordinate with the server and the contact person for the Subpoenas/Summons) <u>DO NOT SEND THE SERVER TO THE EL DORADO LOCATION!</u>

		<b>KK.</b>	<p>If prior clearance has not been obtained, should anyone arrive to perform background checks on former and current IRS employees; following steps are to be taken:</p> <ul style="list-style-type: none"><li>a. Check their credentials to ensure identify.</li><li>b. Notify To be announced (individual will direct all inquiries accordingly).</li><li>c. Direction will be given by Chief, Employee Account Function or lead.</li><li>d. DO NOT contact Office of Inspector General for Tax Administration (TIGTA).</li><li>e. When Tax Account Data is requested by an FBI or other investigator, refer them to the Disclosure Office at 559-443-4603.</li></ul>
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<b>GUARD POST ASSIGNMENT RECORD</b>		<b>Field Office:</b> Fresno, CA	<b>Post No:</b> 65-2
<b>Facility or Building:</b> IRS Fresno Center			<b>Building:</b> Butler Avenue Gate
<b>Building Address/City:</b> 5045 E. Butler, Fresno, CA		<b>Authorized Signature:</b>	<b>Date:</b>
<b>Time</b>		<b>Post Duties</b>	
<b>From</b>	<b>To</b>	<b>Butler Avenue Gate - Armed Officer 0600 – 1730 Hours (M-F)</b>	
		<b>LL.</b>	<b>Gate Control:</b> <ol style="list-style-type: none"> <li>Open gate at 0600 hours Monday through Friday.</li> <li>Close gate at 1730 hours Monday through Friday.</li> </ol>
		<b>MM</b>	Check all visitors against prepared list to authorize entry. Coordinate with reception desk regarding authorized entry which includes the weekly visitor list. <ol style="list-style-type: none"> <li>Guard will <u>stand outside</u> the guard post in middle of lanes from 0600 to 0800 hours in Traffic Vest and from 1500 to 1630 hours in Traffic Vest to effectively control visitor/walk-in access. Vests will not be used if temperature is 90* or higher.</li> <li>Perform a check of all pedestrians for badges. (Photo and/or designator are visible.)</li> <li>All visitors, with or without a badge, will sign in on ROWR 12811, Visitor Register.</li> </ol>
		<b>NN.</b>	When in doubt about any situation, consult supervisor. Check all memorandums.
		<b>OO.</b>	Assigned parking spaces are available for designated members of the Director's Staff (Department Managers, Operation managers) and other <u>authorized</u> persons. <ol style="list-style-type: none"> <li>Should any member of the Director's Staff forget their ID or decal, they have authority to provide clearance to themselves. Do not request clearance.</li> <li>Any other authorized persons must show the "green decal" and their identification badge when entering the Butler Avenue parking lot. If decal or ID is not available, contact APSA1, APSA2, PSA, PSA1, PSA2, or COTR for clearance.</li> </ol>
		<b>PP.</b>	Entry and exit controls take priority over telephone conversations, <u>unless</u> telephone conversation is an emergency.
		<b>QQ.</b>	Direct visitors to southeast portion of Butler lot, and when filled, to the southwest or southeast area of the East Lane parking lot. Ensure no vehicles other than the shuttle (in yellow zone) are left unattended.
		<b>RR.</b>	Report anything unusual to Console.

		SS.	Be courteous at all times and assist visitors and people with questions. <u>Do not volunteer information to anyone!!</u> Report all suspicious vehicles or questions to shift supervisor.
		TT.	Direct all taxpayers seeking assistance to the North Fresno IRS District Office, 5104 N. Blythe, Fresno, California. a. Provide a map with directions to the IRS District Office. b. In the case of an extremely <u>IRATE</u> taxpayer, call either COTR, PSA, PSA1, PSA2, APSA1 or APSA2, or Project Manager to the gate. c. Taxpayers are not allowed to enter IRS Center unless they have an appointment.
		UU.	Become familiar with building and post emergency procedures and action to be taken by post guard in the event of bomb threats, fires, intrusions, evacuations, and other types of emergencies.
		VV.	Direct large delivery trucks to Lane Avenue entrance.
		WW.	Inspect vehicles (inside and outside) making small deliveries to front entrance. Example: Florist vehicle, office supplies. a. Utilize Enspecta Hand-held Unit to conduct a detailed inspection of the undercarriage of vendor vehicles for explosives, secret compartments, and contraband.
		XX.	Maintain officer's desk book in good condition. Ensure post is neat and clean at all times.
		YY.	Eating, drinking, sleeping, smoking, reading of personal material, and making personal telephone calls will not be allowed while on duty at post.
		ZZ.	<u>Never</u> leave post until properly relieved, including a correct pass down to the person relieving the post.  <u>Note:</u> In any emergency situation occurring in the vicinity of the post; i.e., fire, employee or unauthorized intruder, altercations (fights, vehement arguments, etc.), the security officer may leave his/her post for expediency in resolving the situation. Security officer should immediately radio for backup assistance and contact supervisor for instructions in all cases.
		AAA	All weapons will be issued and received in weapons room.
		BBB	After initial loading and holstering of weapon when reporting for duty, the weapon will be withdrawn from the holster only as a last resort when, in the considered opinion of the security officer, there is a danger of loss of life or serious bodily injury to himself/herself or another person.
		CCC	Ensure that all entries on ROWR 12811, Visitor Register, are accurate and complete and submit <u>monthly</u> through the supervisor for submission to the Badge Clerks.
		DDD	Security officer will not engage in casual conversation with IRS employees/contractors/vendors and other security officers. Conversations will be limited to business communication.

EEE.	Only an AM or AM/FM radio is permitted; however, the radio must be kept out of sight to the general public and the volume must be kept <u>low</u> .
FFF.	Contact Post 1, by radio to advise on any unbadged person going to or in direction of reception area (florist, couriers, handyride, paramedics, deliveries, unbadged employee, etc).
GGG	Observe perimeter fencing, roof top, and parking lot with binoculars for unusual or suspicious activity. Report anything unusual to shift supervisor.
HHH	Expedite other security-related duties as assigned.
III.	Badged employees needing vehicle service (i.e.; flat tires, jump starts, tow trucks, mechanics, etc.) may provide clearance but <u>must</u> meet the service representative at the gate. Ensure ROWR 12811, Visitor Register is completed. Badged employee will escort service representative to their appropriate vehicle. Anyone requesting to exchange vehicles, place items in, or take items out of a vehicle will <u>not</u> be allowed to do so without verification by the driver who <u>must</u> meet the individual at the gate.
JJJ.	Prepare incident reports as necessary for all traffic accidents witnessed <u>within the fenceline</u> . If the accident was not witnessed by a security officer, the employee will be responsible for completing the incident report. Notify Console immediately. FPO must be notified if there are personal injuries or damage to Government property. (Weekends and/or Holidays)
KKK	Emergency Radios and folders have been placed at this post. Radios and emergency folders are to be provided to the emergency responders on the IRS Initial Access List if the responders cannot enter the building. Radios established at post are numbers 19 and 20.
LLL.	<p>The security officer will ask employees who park on Butler Ave. (across the street ) how long they will stay at the butler site in order to direct the employees where to park.</p> <ol style="list-style-type: none"> <li>(1) Offsite employees who state that they are attending meetings or will be at the Butler site for a short stay will be allowed to park in the Butler Ave lot even if they <u>do not</u> have a green parking decal. Clearance from the Physical Security Staff is not required.</li> <li>(2) When the Butler lot is full and the offsite employee states they are attending a meeting that requires a short stay, they will be allowed to park across the street from the gate on Butler Ave. The security officer will remind the employee of the following. <ol style="list-style-type: none"> <li>(3) Do not park in front of the residential driveways, mailboxes, or fire hydrants.</li> <li>(4) Be mindful of cross-traffic when crossing the street. It is a four lane road and can be extremely dangerous.</li> </ol> </li> <li>(1) <u>Disallow admittance</u> to an IRS employee if they have parked on Butler Ave and intend to be at the site <u>all day</u>. Be courteous and redirect the employee to park in the permanent employee parking lot; entrance on Lane Ave. Contact the Physical Security Staff if employee becomes persistent.</li> </ol>

<b>GUARD POST ASSIGNMENT RECORD</b>		<b>Field Office:</b> Fresno, CA		<b>Post No: 65-3 POST IN RESERVE</b>	
<b>Facility or Building:</b> IRS Fresno Center				<b>Building:</b> Southwest Door	
<b>Building Address/City:</b> 5045 E. Butler, Fresno, CA		<b>Authorized Signature:</b>		<b>Date:</b>	
<b>Time</b>			<b>Post Duties</b>		
<b>From</b>	<b>To</b>		<b>Building 2 Southwest Door - Armed Officer</b>		
		<b>MM</b>			



<b>GUARD POST ASSIGNMENT RECORD</b>		<b>Field Office:</b> Fresno, CA		<b>Post No:</b> 65-4
<b>Facility or Building:</b> IRS Fresno Center				<b>Building:</b> Northwest Gate
<b>Building Address/City:</b> 5045 E. Butler, Fresno, CA		<b>Authorized Signature:</b>		<b>Date:</b>
<b>Time</b>		<b>Post Duties</b>		
<b>From</b>	<b>To</b>	<b><u>Northwest Gate - Armed Officer</u></b> <b><u>24 Hours a Day (7 Days)</u></b>		
		<p><b>NNI Gate Control:</b></p> <ol style="list-style-type: none"> <li>Check all individuals entering in vehicles or on foot for a badge. (Photo and/or designator are visible.)</li> <li>Guard will <u>stand outside</u> the guard post from 0545 to 0745 hours and from 1420 to 1630 hours in Traffic Vest to effectively control incoming/walk-in traffic.</li> <li>Direct all taxpayers seeking assistance to the North Fresno IRS District Office, 5104 N. Blythe, Fresno, CA. (Provide a map with directions to the IRS District Office.)</li> <li>Direct <u>IRATE</u> taxpayers to Butler Avenue gate (Post 2) and <u>immediately</u> notify Post 2.</li> <li>All visitors, with or without a badge, will sign in on ROWR 2183, Visitor Register. Verify identity as follows: <ol style="list-style-type: none"> <li>Visitor list.</li> <li>Approved Visitor Authorization Request (FSC Form 0197).</li> <li>Approved vendor's access letter. (Check each time.)</li> <li>Verbal or written authorization of IRS Physical Security Staff; Assistant Physical Security Analysts (APSA1 or APSA2), Physical Security Analysts (PSA, PSA1, PSA2), Contracting Officer's Technical Representative (COTR) and/or the Project Manager of Security.</li> <li>Check identification (badge, driver's license, etc.)</li> </ol> </li> </ol> <p>If verification of employment is required, the security post will notify the supervisor who will perform the duty of verification. Upon verification of approved vendor access letters or verbal/written authorization of APSA1, APSA2, PSA, PSA1, PSA2, COTR, and/or Project Manager of Security, direct recurring delivery trucks to warehouse dock and authorized visitors to Post 7 for badging.</p> <p><b>NOTE: DRIVER'S LICENSE IS NOT PROOF OF EMPLOYMENT, MUST HAVE COMPANY ID OR TELEPHONE VERIFICATION BY SUPERVISOR.</b></p> <p>Should any vendor or contractor forget their vehicle decal, verify their identity and ensure their name is on an "access letter." Upon verification allow access without requesting additional clearance.</p> <ol style="list-style-type: none"> <li>Upon obtaining proper clearance, direct all other visitors without a badge to Posts; 1 or 7. Call the applicable post to inform visitors are coming in.</li> </ol>		

<b>GUARD POST ASSIGNMENT RECORD</b>		<b>Field Office:</b> Fresno, CA	<b>Post No:</b> 65-4
<b>Facility or Building:</b> IRS Fresno Center			<b>Building:</b> Northwest Gate
<b>Building Address/City:</b> 5045 E. Butler, Fresno, CA		<b>Authorized Signature:</b>	<b>Date:</b>
<b>Time</b>		<b>Post Duties</b>	
<b>From</b>	<b>To</b>	<b><u>Northwest Gate - Armed Officer</u></b> <b><u>24 Hours a Day (7 Days)</u></b>	
		<p>g. During peak traffic periods, position the entry gate to allow <u>two</u> incoming lanes of traffic and check for badges. After midnight and on weekends the gate should be partially closed and place a pylon in center of the one incoming lane.</p> <p>h. Embossed badges for Vend Mart, and LPI will be kept at this post. Authorized personnel will be allowed to sign for the badges at this post and proceed to Dock 1 and enter the building. Upon completion of delivery, badges will be returned to this post upon exiting the premises.</p> <p>i. Photo badge for Corporate Express and Office Depot employees will be kept at this post. Badge will be provided upon entering premises. Upon completion of delivery, badge will be returned to this post upon exiting the premises.</p> <p>j. Three embossed badges for cafeteria vendors will be placed at this post. Authorized personnel on the cafeteria vendors' access letters will be allowed to sign for the embossed badges. Authorized personnel will then be allowed to proceed to Dock 2 (Cafeteria Dock) and enter the building with the embossed badge. Upon completing their delivery, the authorized employee will turn in the badge when exiting the premises.</p>	
		<p><b>OO</b> At all times, check badges, decals, and/or access list of all personnel entering by vehicle. Notify BMO of all utility repair persons entering at any time. Be alert and notify the shift supervisor immediately of all suspicious vehicles or individuals. <u>Do not volunteer information to anyone!!</u> If employees have forgotten or lost their badge, contact employees supervisor to ascertain whether or not the employee belongs to them, obtain a clearance before referring them to Post 7 for a temporary badge. Be courteous at all times.</p>	
		<p><b>PPF</b> Log all truck deliveries and visitors on ROWR 12811, Visitor Register. Ensure that all entries on ROWR 2183 are accurate and complete and submit <u>monthly</u> through the supervisor to the Badge Clerks. All Government truck drivers have been instructed to inform officer that entry to loading Dock 3 is needed. Notify Post 10, Post 8 and K-9 whenever deliveries are being made to Dock 1 or Dock 3.</p>	

QQ	<p>Do not allow delivery trucks or vans past the gate until verification of the purpose of the visit is received and an inspection is made for unauthorized cargo or persons. Have the driver pull the vehicle to the <u>far left incoming lane</u> for clearance and inspection to prevent traffic from backing up or being delayed. Verify company ID.</p> <p><u>III.</u> Utilize Enspecta Hand-held Unit to conduct a detailed inspection of the undercarriage of vendor vehicles for explosives, secret compartments, and contraband.</p> <p><u>IV.</u> Notify K-9 unit.</p>
RR	Open and close "Dock 1 Gates" with remote control after K-9 checks vehicles. Monitor to ensure <u>no unauthorized entry</u> .
SS	<p>Traffic control:</p> <ol style="list-style-type: none"> <li>Position pylons to separate the two incoming lanes.</li> <li>Open gates completely and remove pylons.</li> <li>Allow traffic to exit from east traffic lanes only.</li> </ol>
TT	Observe perimeter fencing, roof top, and parking lot with binoculars for unusual or suspicious activity. Report anything unusual to shift supervisor.
UU	Entry and exit controls take priority over telephone conversations <u>unless</u> telephone conversation is an emergency.
VV	<p><u>Never</u> leave post until properly relieved, including a correct pass down to the person relieving the post.</p> <p><u>Note:</u> In any emergency situation occurring in the vicinity of the post; i.e., fire, employee or unauthorized intruder, altercations (fights, vehement arguments, etc.), the security officer may leave his/her post for expediency in resolving the situation. Security officer should immediately radio for backup assistance and contact supervisor for instructions in all cases.</p>
WW	Become familiar with building and post emergency procedures and action to be taken by the post guard in the event of bomb threats, fires, intrusions, evacuations, and other types of emergencies.
XX	Maintain officer's desk book in good condition. Ensure post is kept clean and neat at all times.
YY	Report anything unusual to Console.
ZZ	Eating, sleeping, smoking, reading of personal material, and making personal telephone calls are not allowed while on duty at post.
AA	Expedite other security-related duties as assigned.
BB	All weapons will be issued and received in the weapons rooms.

CCC	After initial loading and holstering of weapon when reporting for duty, the weapon will be withdrawn from the holster only as a last resort when, in the considered opinion of the security officer, there is a danger of loss of life or serious bodily injury to himself/herself or another person.
DDD	Request assistance of Post 8 or 11, via Project Manager or on Duty Supervisor, as necessary to help handle peak ingress and egress.
EEE	Security officer will not engage in casual conversation with IRS employees/contractors/vendors and other security officers. Conversations will be limited to business communication.
FFF	Only an AM or AM/FM radio is permitted; however, the radio must be kept out of sight of the general public, and the volume must be kept low.
GGG	Badged employees needing vehicle service (i.e., flat tires, jump starts, tow trucks, mechanics, etc.) may provide clearance but <u>must</u> meet the service representative at the gate. Ensure ROWR 12811, Visitor Register is completed. Badged employee will escort service representative to their appropriate vehicle. Anyone requesting to exchange vehicles, place items in or take items out of a vehicle will <u>not</u> be allowed to do so without verification by the driver who <u>must</u> meet the individual at the gate.
HHH	Prepare incident reports as necessary for <u>all</u> traffic accidents witnessed <u>within the fenceline</u> . If the accident was not witnessed by a security officer, the employee will be responsible for completing the incident report. Notify Console immediately. FPO must be notified if there are personal injuries or damage to Government property. (Weekends and/or Holidays)
IIII.	Coordinate with Post 8 when outgoing traffic thins, or no later than 0140, and allow incoming traffic access to property.
JJJJ	Upon verification of employment, allow access to Pacific, Gas and Electric Company representative solely to read the meter(s). Contact BMO at extension 6389 to allow the PG&E representative access to the meters. Ensure ROWR 12811, Visitor Register is completed. No additional clearance will be required from the Physical Security Staff.
KKK	Upon verification of each company employee picking up IRS deposits. Access is not to be allowed unless two individuals are within the vehicle. If only one individual arrives, access will not be granted until both individuals are in one vehicle. Upon both individuals being in vehicle, contact will then be made to the security console for Shift Supervisor.
LLLL	Two Emergency Radios and Emergency responder folders have been placed at this post. Radios are to be provided to the emergency responders on the IRS Initial Access List if the responders cannot enter the building. Radios established at post are numbers 21 and 22.

<b>GUARD POST ASSIGNMENT RECORD</b>		<b>Field Office:</b> Fresno, CA		<b>Post No: 65-5 POST IN RESERVE</b>	
<b>Facility or Building:</b> IRS Fresno Center				<b>Building:</b> Southeast Door	
<b>Building Address/City:</b> 5045 E. Butler, Fresno, CA		<b>Authorized Signature:</b>		<b>Date:</b>	
<b>Time</b>			<b>Post Duties</b>		
<b>From</b>	<b>To</b>		<b>Building 2 Southeast Door - Armed Officer</b>		
		<b>MM</b>			

<b>GUARD POST ASSIGNMENT RECORD</b>		<b>Field Office:</b> Fresno, CA		<b>Post No.:</b> 65-6
<b>Facility or Building:</b> IRS Fresno Center				<b>Building:</b> Northeast Gate
<b>Building Address/City:</b> 5045 E. Butler, Fresno, CA		<b>Authorized Signature:</b>		<b>Date:</b>
<b>Time</b>		<b>Post Duties</b>		
<b>From</b>	<b>To</b>	<b>Northeast Gate - Armed Officer</b> <b>January – June 10</b> <b>0545 - 0745 Hours (M-F)</b> <b>1430 - 1630 Hours (M-F)</b>		
		<b>NNI</b>	<b>Gate Control:</b> 1) Perform a check of all individuals entering in vehicles or on foot for a badge. (Photo and/or designator are visible.) Employees who have lost or forgotten their badge should be referred to Post 7 for a temporary badge after obtaining a clearance . b. Guard will <u>stand outside</u> the guard post from 0545 to 0745 hours and from 1430 to 1630 hours in Traffic Vest to effectively control incoming/walk-in traffic. c. Direct all taxpayers seeking assistance to the North Fresno IRS District Office, 5104 N. Blythe, Fresno, CA. (Provide a map with directions to the IRS District Office.) d. Direct <u>IRATE</u> taxpayers to Butler Avenue gate (Post 2) and <u>immediately</u> notify Post 2. e. Direct truck deliveries and visitors to Post 4.	
		<b>OO</b>	Observe perimeter fencing, roof top, and parking lot with binoculars for unusual or suspicious activity. Report anything unusual to shift supervisor.	
		<b>PPF</b>	Entry and exit controls take priority over telephone conversations <u>unless</u> telephone conversation is an emergency.	
		<b>QQ</b>	Eating, sleeping, smoking, reading of personal material, and making personal telephone calls are not allowed while on duty at post.	
		<b>RR</b>	Become familiar with building and post emergency procedures and action to be taken by the post guard in the event of bomb threats, fires, intrusions, evacuations, and other types of emergencies.	
		<b>SSS</b>	Maintain officer's desk book in good condition. Ensure post is kept clean and neat at all times.	
		<b>TTT</b>	Report anything unusual to Console.	
		<b>UUU</b>	Expedite other security-related duties as assigned.	
<b>VVV</b>	All weapons will be issued and received in the weapons room.			

WWV	After initial loading and holstering of weapon when reporting for duty, the weapon will be withdrawn from the holster only as a last resort when, in the considered opinion of the security officer, there is a danger of loss of life or serious bodily injury to himself/herself or another person.
XXX	<p>Traffic Control:</p> <ul style="list-style-type: none"> <li>a. Open gate at 0545. Position west side incoming lanes to allow for incoming traffic and check badges. (Two lanes)</li> <li>b. Close gate at 0745 hrs.</li> <li>c. Open gate at 1430. Allow traffic to exit from <u>two lanes</u>.</li> <li>d. Put out <u>No Left Turn</u> signs.</li> <li>e. <u>Remove No Left Turn</u> signs. Close gate at 1630.</li> </ul>
YYY	Security officer will not engage in casual conversation with IRS employees/contractors/vendors and other security officers. Conversations will be limited to business communication.
ZZZ	Only an AM or AM/FM radio is permitted; however, the radio must be kept out of sight to the general public, and the volume must be kept low.
AAA	<p><u>Never</u> leave post until properly relieved, including a correct pass down to the person relieving the post.</p> <p><b>Note:</b> In any emergency situation occurring in the vicinity of the post; i.e., fire, employee or unauthorized intruder, altercations, (fights, vehement arguments, etc.), the security officer may leave his/her post for expediency in resolving the situation. Security officer should immediately radio for backup assistance and contact the supervisor for instructions in all cases.</p>
BBB	Badged employees needing vehicle service (i.e., flat tires, jump starts, tow trucks, mechanics, etc.) may provide clearance but <u>must</u> meet the service representative at the gate. Ensure ROWR 12811, Visitor Register is completed. Badged employee will escort service representative to their appropriate vehicle. Anyone requesting to exchange vehicles, place items in or take items out of a vehicle will <u>not</u> be allowed to do so without verification by the driver who <u>must</u> meet the individual at the gate.
CCC	Prepare incident reports as necessary for <u>all</u> traffic accidents witnessed <u>within the fenceline</u> . If the accident was not witnessed by a security officer, the employee will be responsible for completing the incident report. Notify Console immediately. FPO must be notified if there are personal injuries or damage to Government property. (Weekends and/or Holidays)
DDD	Pedestrians walking on the inside perimeter fence line must stop to allow incoming/outgoing vehicles through the gates. The security officer(s) must have the pedestrians stop and wait if there are vehicles entering/exiting the gates to prevent any accidents.

<b>GUARD POST ASSIGNMENT RECORD</b>		<b>Field Office:</b> Fresno, CA		<b>Post No:</b> 65-7
<b>Facility or Building:</b> IRS Fresno Center				<b>Building:</b> Northwest Door
<b>Building Address/City:</b> 5045 E. Butler, Fresno, CA		<b>Authorized Signature:</b>		<b>Date:</b>
<b>Time</b>		<b>Post Duties</b>		
<b>From</b>	<b>To</b>	<b>Building 2 Northwest Door - Armed Officer</b> <b>24 Hours A Day (7 Days)</b> <b>Double Coverage as Needed or Directed</b> <b>By Project Manager/Captain or On Duty Supervisor</b>		
0530 1530	0800 1630	EEB	Entrance-Exit Control: In morning and evening rush, <u>stand by door</u> when checking personnel entering and exiting building.	
		FFF	Post will be staffed by two guards (double coverage) to handle prime-shift changes. During peak traffic conditions only, when traffic is gone, guard can be reduced to only one.	
		GGG	<p>Ensure that everyone has a badge on and is wearing it properly. (Photo and/or designator is visible.) Persons without badges will <u>not</u> be permitted past this post. All visitors, with or without a badge will sign in on ROWR 12811, Visitor Register. <u>All Law Enforcement Officers must reflect their badge number by their name.</u></p> <p>Verify identity as follows:</p> <ol style="list-style-type: none"> <li>Visitor list.</li> <li>Approved Visitor Authorization Request (FSC Form 0197).</li> <li>Approved vendor's access letter. (Check each time.)</li> <li>(a) Verbal or written authorization of IRS Physical Security Staff; Assistant Physical Security Analysts (APSA1 or APSA2), Physical Security Analysts (PSA, PSA1 or PSA2), COTR and/or the Project Manager of Security.</li> <li>Check identification (badge, driver's license, etc.)</li> </ol> <p>If verification of employment is required, the security post will notify the supervisor who will perform the duty of verification.</p>	
		HHH	<p>Issue appropriate non-photo badge(s) as necessary; i.e., white, red, escort, visitor, temporary. Issue a temporary badge and disclosure statement to employees who have lost or forgotten their badges upon completion of Form 4589, Lost or Forgotten Badge Request. <u>A Team Leader, Group Leader, or Operations Manager must sign them in and must print the employee name.</u> (Representative from the Physical Security Staff may sign employee in when management is not available.)</p>	
		IIIII.	<p>Ensure that all entries on Form 4589, Lost or Forgotten Badge Request, are accurate and complete; and upon return of the temporary badge to the post, ensure that forms are forwarded to the supervisor for submission to the Badge Clerks daily.</p>	



JJJ	Ensure that non-photo badges and badges of non-IRS employees are not taken from the building. Landscape employees are an exception due to grounds maintenance outside the building and security officers performing duties outside of buildings.
KKI	<p>Perform daily inventory of all badges assigned to post. Immediately report any missing badges to the Project Manager of Security and prepare an incident report. Ensure that all badges collected which are not assigned to this post are <u>immediately</u> returned to the appropriate post. Inventory sheets will be submitted to the supervisor for submission to the Badge Clerks. Secure all badges and equipment in a locked container when post is unattended.</p> <p>If any embossed or photo badges are returned with proximity cards attached, leave the proximity card attached. When performing the daily inventory of badges, indicate with a "P" in the appropriate block for that badge that a proximity card is attached. <u>Embossed badges are to be pulled upon the expiration date and provided to the Badge Clerks.</u></p>
LLL	Check identification of all salespersons, repairpersons, and other visitors, and determine the purpose of their being at the Center. Call the person that has been identified as their contact to escort them. Obtain clearance from APSA1, APSA2, PSA, PSA1, PSA2, COTR, or the Project Manager of Security to issue non-escort badges if they are not on the visitor list or access list of authorized vendors.
MM	<p>Check all property brought in or taken out of building. Property passes are required for all <u>government</u> property; i.e., office machines, paintings, tape recorders, laptop computers, calculators, cameras, etc., taken in or out of the building by IRS employees or vendors. Check list of IRS personnel authorized to remove property. Obtain permission of a responsible IRS person for vendors, repair persons, etc., to remove property. Ensure magnetic media (refer to photographs in desk book) is only removed by authorized personnel. Personally owned television sets will be allowed on the property; however, item must have a property pass and television sets will be limited to mini-television sets.</p> <p>Personal property of IRS employees (i.e., cellular telephones, radios, radio cassette players, headphones) do not require property passes. Cameras, regardless of ownership, must have a property pass. Physical Security Staff is responsible for preparing property passes for all cameras. Original copy of pass will be provided to Post 1 and upon expiration of pass, pass is to be thrown away.</p>
NNN	<p>Inspect all Vendor briefcases and packages taken in and out.</p> <ol style="list-style-type: none"> <li>Inspect packages, parcels, backpacks, boxes, and equipment for (all visitors) to ensure only authorized items are brought into or taken out of the facility and to discourage theft of property.</li> <li>Lunch bags, purses, and thermoses will not <u>normally</u> be inspected unless the security posture dictates otherwise, <u>or</u> the security officer has reason to suspect unauthorized removal of property.</li> <li>Request assistance of the security officers at Posts 8, 11, or the supervisor when necessary, to check briefcases, above-mentioned items, and/or personnel entering or leaving the Center.</li> </ol>

OOO	When checking briefcases, backpacks and other items that are normally checked; check for valid income tax returns. The form number may vary; however, all processed returns have a 14-digit document locator number in the upper right-hand corner of the first page. The document locator number will be colored on an original document.
PPP	Become familiar with building and post emergency procedures and action to be taken by the post guard in the event of bomb threats, fires, intrusions, evacuations, and other types of emergency.
QQQ	Maintain officer's desk book in good condition. Ensure post is kept clean and neat at all times.
RRR	Report anything unusual to Console.
SSS	<b><u>Never</u></b> leave post until properly relieved, including a correct pass down to the person relieving the post.  <b>Note:</b> In any emergency situation occurring in the vicinity of the post; i.e., fire, employee or unauthorized intruder, altercations (fights, vehement arguments etc.), the security officer may leave his/her post for expediency in resolving the situation. Security officer should immediately radio for backup assistance and contact supervisor for instructions in all cases.
TTT	Eating, drinking, sleeping, smoking, reading of personal material, and making personal telephone calls are not allowed while on duty at post. Do not use the pay telephone or canteen facilities while on duty at the post.
UUU	Entry and exit controls take priority over telephone conversations <u>unless</u> the telephone conversation is an emergency.
VVV	Ensure that all entries on ROWR 12811, Visitor Register, are accurate and complete and submit <u>monthly</u> through the supervisor for submission to the Badge Clerks.
WWV	Observe emergency exit doors within view of post--prepare Form 10480, Security Incident Report if anyone uses the emergency exits for other than an emergency evacuation.
XXX	All weapons will be issued and received in weapons room.
YYY	After initial loading and holstering of weapon when reporting for duty, the weapon will be withdrawn from the holster only as a last resort when, in the considered opinion of the security officer, there is a danger of loss of life or serious bodily injury to himself/herself or another person.
ZZZ	Only an AM or AM/FM radio is permitted; however, the radio must be kept out of sight of the general public, and the volume kept low.
AAA	Security officer will not engage in casual conversation with IRS employees/contractors/vendors and other security officers. Conversations will be limited to business communication.
BBB	Security officer will keep a clear view of entrance at all times. Persons signing in or waiting for property pass will be asked to step to the side.

	CCC	Expedite other security-related duties as assigned.
	DDD	Check government key holders for credit cards when keys are issued and when keys are returned. If credit card is missing, prepare Form 10480, Security Incident Report. Include license number of vehicle, name, branch, and telephone number of person who turned in keys last.
	EEE	Landscape personnel will submit and retrieve their keys from Post 7. Ensure that "key inventory log" is completed by the landscape personnel.
	FFFF	Ensure that entries on all <u>key inventory log(s)</u> are accurate and complete and submit <u>monthly</u> through the supervisor for submission to the Physical Security Staff.
	GGG	When applicable, ensure that all entries are accurate and complete on ROWR Optional Form 7, Property Pass.
	HHH	Badged employees needing vehicle service (i.e., flat tires, jump starts, tow trucks, mechanics, etc.) may provide clearance but <u>must</u> meet the service representative at the gate. Ensure ROWR 12811, Visitor Register is completed. Badged employee will escort service representative to their appropriate vehicle. Anyone requesting to exchange vehicles, place items in or take items out of a vehicle will <u>not</u> be allowed to do so without verification by the driver who <u>must</u> meet the individual at the gate.
	IIIII.	Prepare incident reports as necessary for <u>all</u> traffic accidents witnessed <u>within the fenceline</u> . If the accident was not witnessed by a security officer, the employee will be responsible for completing the incident report. Notify Console immediately. FPO must be notified if there are personal injuries or damage to Government property. (Weekends and/or Holidays)
	JJJJ	Wheelchair established at post will be utilized for the purpose of responding to medical emergencies when the Health Unit is closed. Wheelchair is only for medical emergencies. During regular work hours when nurse(s) is on duty the nurse(s) will respond with a wheelchair from the Health Unit.
	KKK	While at post, if a Vendor and/or IRS employee is seen approaching the door with their hands full (i.e., carrying boxes, crates, etc.), walk over to the handicap door, using your proximity card and open it for them.

<b>GUARD POST ASSIGNMENT RECORD</b>		<b>Field Office:</b> Fresno, CA		<b>Post No:</b> 65-8
<b>Facility or Building:</b> IRS Fresno Center				<b>Building:</b> Parking Lot and Building Exterior Rover
<b>Building Address/City:</b> 5045 E. Butler, Fresno, CA		<b>Authorized Signature:</b>		<b>Date:</b>
<b>Time</b>		<b>Post Duties</b>		
<b>From</b>	<b>To</b>	<b>Exterior Rover - Armed Officer 24 Hours A Day (7 Days)</b>		
		<b>LLL</b>	Patrol exterior of building and grounds controlled by IRS. Be especially watchful for vandalism and theft in and about the vehicles. Report any lighting malfunctions, broken or missing water sprinklers and physical obstructions. Use patrol vehicle during 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> relief's and at least once every (2) hours. Patrol Butler Avenue area when Post 2 is closed (1800 - 0600) and all day Saturday and Sunday at least once each hour during shift. Open and close Butler Gate as necessary after hours.	
		<b>MM</b>	Observe emergency exit door--prepare Form 10480, Security Incident Report if anyone uses the emergency exits for other than an emergency evacuation.	
		<b>NNI</b>	Ensure that everyone has a badge on and is wearing it properly. (Photo and/or designator is visible.)	
		<b>OO</b>	Report to Console any conditions requiring notification of vehicle owner. (refer to memorandum)	
		<b>PPF</b>	Open/secure any post as directed by security.	
		<b>QQ</b>	Report anything unusual to Console and supervisor.	
		<b>RRR</b>	Never leave post until properly relieved, including a correct pass down to the person relieving the post.	
		<b>SSS</b>	Eating, drinking, sleeping, smoking, reading of personal material, and making personal telephone calls will not be allowed while on duty. Use of the pay telephones or canteen facilities while on duty is prohibited. No radios, police scanners, etc., are allowed except as provided for use in the patrol vehicle.	
		<b>TTT</b>	Become familiar with building and post emergency procedures and action to be taken by the post officer in the event of bomb threats, fires, intrusions, evacuations, and other types of emergencies.	
		<b>UUU</b>	After hours, Post 8 will respond to any alarms received from the Landscaping Shed area. Prepare an incident report for each Landscape Shed alarm.	

VVVV	<p>The rover should respond to any emergency situation occurring outside the building within the fence line; i.e., fire, major accident, employee and/or unauthorized intruder, altercations, Code 6 alarm condition, duress alarms, etc. The security officer should immediately radio for assistance and contact the supervisor for instructions in all cases.</p> <p>In situations of duress alarms and certain emergencies, officers should exercise caution while responding. Use proper protective tactics, stealth, cover, and concealment while responding. No more than 3 officers should respond to a single incident unless the scope and magnitude of the incident necessitates more be present.</p>
WWV	Open door(s) to permit entry or exit of disabled or ill employees when posts are not normally staffed, as directed by the Physical Security Staff or shift supervisor. (Not applicable when Post 11 is active.)
XXX	Security officers will check on a periodic basis all cafeteria and concession operator's gates and doors after the last employee have left for the day. If doors or gates are found unsecured, <u>immediately</u> notify <u>the security officer supervisor</u> and the Console to call the cafeteria or concession personnel to return and secure the area. If the supervisor cannot make contact, he/she will open the sealed envelope key and secure the door(s). Prepare an Incident Report on all unsecured door situations. Enter the cafeteria enclosed area and check the interior for suspicious activity. Ensure the manager's office is secured and that all freezer doors are also secured.
YYY	This post <u>will</u> perform double coverage at Post 4 as directed by the Project Manager of Security or On Duty Supervisor.
ZZZ	<p>Prepare incident reports as necessary for <u>all</u> traffic accidents witnessed <u>within the fence line</u>. If the accident was not witnessed by a security officer, the employee will be responsible for completing the</p> <p>incident report. Notify Console immediately. FPO must be notified if there are personal injuries or damage to Government property. (Weekends and/or Holidays)</p>
AAA	Expedite other security-related duties as assigned.
BBB	In the event of a bomb threat (real or test), search outside of building from building to parking lot. Put special emphasis on shrubbery.
CCC	All weapons will be issued and received in the weapons room.
DDD	After initial loading and holstering of weapon when reporting for duty, the security officer will withdraw the weapon from the holster <u>only</u> as a last resort when, in the considered opinion of the security officer, there is a danger of loss of life or serious bodily injury to himself/herself or another person.
EEE	Security officer will not engage in casual conversation with IRS employees/contractors/vendors and other security officers. Conversations will be limited to business communications. The officer will not take coffee or meal break at any fixed post.

FFFF	Once every (2) hours on each shift, the security officer will check all building exterior doors which are not staffed by a security officer to ensure that doors are secure.
GGG	Maintain officer's desk book in good condition. Ensure patrol vehicle is kept in working order. Maintain vehicle patrol log each shift.
HHH	Check the entire parking lot for illegally parked vehicles (including reserved parking spaces). If a vehicle is parked illegally, the officer should contact an authorized citation issuer so a citation can be written. Warning tickets Form 0104 will be written by Post 8 as directed by the authorized citation issuer.
IIIIII.	Vendor parking, north of loading Dock 1, which is identified by ground stencil, is limited to 20 minutes or less. Copier Technician is authorized to use this area only for temporary parking. Area near East side of Hazmat area is utilized for Government Vehicle parking but can be used for vendor parking on a limited basis. (NOT ALL DAY) Copier Technician is authorized to use any vacant vendor parking stall in the general parking lots for all day parking.
JJJJ	The flag of the United States of America shall be raised before sunrise and lowered after sunset on all working days and on National Holidays.
KKK	During peak season, Post 8 will assist with traffic control at the Northwest Gate (Post 4) between 0130 - 0140 hours.
LLLL	Prepare incident reports as necessary for <u>all</u> traffic accidents witnessed <u>within the fenceline</u> . If the accident was not witnessed by a security officer, the employee will be responsible for completing the incident report. Notify Console immediately. FPO must be notified if there are personal injuries or damage to Government property.
MMM	Badged employees needing vehicle service (i.e., flat tires, jump starts, tow trucks, mechanics, etc.) may provide clearance but <u>must</u> meet the service representative at the gate. Ensure ROWR 12811, Visitor Register is completed. Badged employee will escort service representative to their appropriate vehicle. Anyone requesting to exchange vehicles, place items in, or take items out of a vehicle will <u>not</u> be allowed to do so without verification by the driver who <u>must</u> meet the individual at the gate.

<b>GUARD POST ASSIGNMENT RECORD</b>		<b>Field Office:</b> Fresno, CA		<b>Post No: 65-09 POST IN RESERVE</b>	
<b>Facility or Building:</b> IRS Fresno Center				<b>Building:</b> Southeast Door	
<b>Building Address/City:</b> 5045 E. Butler, Fresno, CA		<b>Authorized Signature:</b>		<b>Date:</b>	
<b>Time</b>			<b>Post Duties</b>		
<b>From</b>	<b>To</b>		<b>Building 2 Northeast Door - Armed Officer</b>		
		<b>NNI</b>			

<b>GUARD POST ASSIGNMENT RECORD</b>		<b>Field Office:</b> Fresno, CA		<b>Post No:</b> 65-10A  65-10B	
<b>Facility or Building:</b> IRS Fresno Center				<b>Building:</b> Building 4	
<b>Building Address/City:</b> 5045 E. Butler, Fresno, CA			<b>Authorized Signature:</b>		<b>Date:</b>
<b>Time</b>			<b>Post Duties</b>		
<b>From</b>	<b>To</b>		<b>Building 4 Protection Console - Armed Officer</b> <b>24 Hours a Day (7 Days)</b> <b>Post 10B – Oct – Dec. 18 hrs per day 0600 – 2400</b>		
		<b>OO</b>	Control reception area by securing door locks when necessary or in an intrusion situation.		
		<b>PPF</b>	<b>When Post 1 is not staffed:</b> <ol style="list-style-type: none"> <li>Greet all visitors, sales persons, repair persons, vendors, etc.</li> <li>Ensure that everyone has a badge on and is wearing it properly. (Photo and/or designator is visible.) Persons without badges will <u>not</u> be permitted past this post. All visitors, with or without a badge will sign in on ROWR 2183, Visitor Register. Verify identity as follows: <ol style="list-style-type: none"> <li>Visitor list.</li> <li>Approved Visitor Authorization Request (FSC Form 0197).</li> <li>Approved vendor's access letter. (Check each time)</li> <li>Verbal or written authorization of IRS Physical Security Staff; Assistant Physical Security Analysts (APSA1 or APSA2), Physical Security Analysts (PSA, PSA1 or PSA2), Contracting Officer's Technical Representative (COTR) and/or the Project Manager of Security.</li> <li>Check Identification (badge, driver's license, etc.).</li> <li>Appointment book.</li> </ol> </li> </ol> <p>If verification of employment is required, the security post will notify the supervisor who will perform the duty of verification.</p> <ol style="list-style-type: none"> <li>Issue appropriate non-photo badge(s) as necessary; i.e.; white, red, escort, visitor, temporary. Issue a temporary badge and disclosure statement to employees who have lost or forgotten their badges upon completion of Form 4589, Lost or Forgotten Badge Request. <u>A Team Leader, Group Leader or Operations manager must sign them in and must print the employee name.</u> (Representative from the Physical Security Staff may sign employee in when management is not available)</li> <li>Ensure "ALL" unbadged visitors (Non-IRS) pass through the metal detector. Issue the "Confidentiality Card."</li> <li>Ensure that all entries on Form 4589, Lost or Forgotten Badge Request, are accurate and complete; and upon return of the temporary badge to the post, ensure that forms are forwarded to the supervisor for submission to the Badge Clerks daily.</li> </ol>		



<b>GUARD POST ASSIGNMENT RECORD</b>		<b>Field Office:</b> Fresno, CA	<b>Post No:</b> 65-10A  65-10B
<b>Facility or Building:</b> IRS Fresno Center			<b>Building:</b> Building 4
<b>Building Address/City:</b> 5045 E. Butler, Fresno, CA		<b>Authorized Signature:</b>	<b>Date:</b>
<b>Time</b>		<b>Post Duties</b>	
<b>From</b>	<b>To</b>	<b>Building 4 Protection Console - Armed Officer</b> <b>24 Hours a Day (7 Days)</b> <b>Post 10B – Oct – Dec. 18 hrs per day 0600 – 2400</b>	
			f. Ensure that non-photo badges and badges of non-IRS employees are not taken from the building. Landscape employees are an exception due to grounds maintenance outside the building and security officers performing duties outside of buildings.  g. If any embossed or photo badges are returned with proximity cards attached, leave the proximity card attached. When performing the daily inventory of badges, indicate with a "P" in the appropriate block for that badge that a proximity card is attached. <u>Embossed badges are to be pulled upon the expiration date and provided to the Badge Clerks.</u>
		QQ	Report anything unusual to your supervisor, Project Manager, and Contracting Officer's Technical Representative (COTR). COTR will make determination to notify other members of the Physical Security Staff. If no contact is made with COTR, notify Physical Security Analysts (PSA, PSA1 or PSA2), or Assistant Physical Security Analysts (APSA1 or APSA2).
		RR	Make necessary outside calls to police, fire department, FPS, etc. In case of bomb threats, notify Contracting Officer's Technical Representative (COTR), Project Manager, IRS Center Directors or Night Manager, and BMO. COTR will make determination to notify other members of the Physical Security Staff. If no contact is made with COTR, notify PSA, PSA1 or PSA2, APSA1/APSA2.
		SS	Issue keys, batteries, and radios. Maintain log of all issued items. Sign out restricted area keys on separate log sheets and only to persons on authorized list.
		TT	Employees will be able to sign out for "Jumper Cables and Lock Out Tools." Ensure employees sign Form 12406, Waiver and log out the tool(s) the employees will be utilizing. Each lock out tool is numbered and must be entered on the log when employee removes a tool from the box. (If entire box is taken by employee, notate "entire box." ) Employees must return item to the <u>post</u> .
		UU	Console operators will input all information on the computerized Guard Operations Log. If system cannot be utilized due to computer malfunction, then console operators will track the events on paper for later input to the computerized Guard Operations Log. Common abbreviations can be used in the console operator's narratives.

VVV	Log and ensure an investigation is made of all alarms except for tests. Make a brief incident report on all false fire alarms.
WWV	Keep radio procedures <u>brief, correct, and friendly</u> . Ask - <b>DO NOT ORDER</b> . Acknowledge computer hourly time checks (10-36) for <u>all posts</u> verified by radio.
XXX	Keep Console door closed at all times. Only authorized personnel are permitted in the Console room.
YYY	Front doors (Butler Avenue) will be placed on access at 0600 and restored at 1800 hours (M - F) via intrusion system. Front doors will be locked at 0245 Saturday mornings and unlocked at 0300 on Monday morning.
ZZZ	<p>Ensure notification to Rosemary Hanson is made when assistance is needed for repairs, trouble calls, etc., on security equipment. Provide name to the Information Systems Customer Service desk when reporting the following trouble calls:</p> <ul style="list-style-type: none"> <li>(a) Computer in Security Console</li> <li>(b) Printer in Security Console</li> <li>(c) All cameras monitored in the Security Console</li> <li>(d) All monitors (color and black/white) in Security Console and the equipment stack</li> <li>(e) Sensomatic Touchtracker in Security Console and the equipment stack</li> <li>(f) VCR's in the equipment stack</li> <li>(g) Photo printer in the equipment stack</li> <li>(h) Tulare - cameras, VCRs, and monitors</li> <li>(i) SPP Alarms that continue and will not clear. (Alarms that restore automatically and clear do not need to be reported.)</li> </ul>
AAA	<p>Report any malfunctions and/or problems with the console and/or offsite facilities fire/intrusion alarm system equipment to the Shift Supervisor. (IRS Center, Pavilion, Cherry, FDC and SPIF Facilities) The supervisor will follow established procedures regarding "trouble calls" relating to the ADT Alarm equipment.</p> <p>The supervisor will notify Rosemary Hanson (COTR-ADT Alarm), when the fire/intrusion alarm systems malfunction or other problems surface. Notification to COTR and Project Manager will be made for information purposes. If PSA is not available, calling tree will be activated to contact the next appropriate PSA. Fire alarms <u>will not</u> be placed in "DISREGARD" status without notification and clearance of either COTR, PSA, PSA1, PSA2, APSA1, or APSA2.</p>
BBB	Keep all radios and pagers in operating condition by ensuring batteries are fully charged.
CCC	Issue laminated camera passes to news media (only) and only when Post 1 is secured. Maintain a clear view of entrance when Post 1 is secured via CCTV and/or window and check for badges.
DDD	Maintain lists of contract personnel for identification purposes.

EEEE	Maintain officer's desk book in good condition. Keep Console neat and clean at all times.
FFFF	Answer telephone (6123) emergency line <b><u>IMMEDIATELY</u></b> .
GGG	Make inventory check of weapons each shift. Have the supervisor sign report.
HHH	Coordinate all radio communications. Log all improper radio procedures and advise offenders by telephone. Notify supervisor of improper procedure.
IIIIII	Activate building evacuation alarms upon authorization by COTR, PSA, PSA1, PSA2, APSA1, or APSA2 when necessary in an emergency.
JJJJ	<b><u>Never</u></b> leave post until properly relieved, including correct pass down to the person relieving the post.  <b>Note:</b> In an emergency situation occurring in the vicinity of the post; i.e., fire, employee or unauthorized intruder, altercations (fights, vehement arguments, etc.), the security officer may leave his/her post for expediency in resolving the situation. Security officer should immediately radio for backup assistance and contact supervisor for instructions in all cases.
KKK	Become familiar with building and post emergency procedures and action to be taken by the Console guard in the event of bomb threats, fires, intrusions, evacuations, suspicious substances, and other emergency types. Ensure that officers exercise caution while responding to duress alarms and certain emergencies. Instruct responding officers of the proper protective tactics, stealth, cover, and concealment. No more than 3 officers should respond to a single incident unless the scope and magnitude of the incident necessitates more are present.
LLLL	Eating, drinking, sleeping, smoking, reading of personal material, and making personal telephone calls are not allowed while on duty at post.
MMM	Security officer will not engage in casual conversation with IRS employees/contractors/vendors and other security officers. Conversations will be limited to business communications.
NNN	Expedite other security-related duties as assigned.
OOO	All weapons will be issued and received in weapons room.
PPPP	After initial loading and holstering of weapon when reporting for duty, the weapon will be withdrawn from the holster only as a last resort when, in the considered opinion of the security officer, there is a danger of loss of life or serious bodily injury to himself/herself or another person.
QQQ	Monitor weapons room.

<b>RRR</b>	Monitor Pavilion, Cherry, FDC and SPIF facilities intrusion alarms. Input all information on the computerized Guard Operations Log all calls from IRS and janitorial personnel indicating the intrusion alarms have been set as "secured" or "deactivated." In case of a fire, water flow, or sprinkler alarm condition at Cherry, immediately notify Fire Department and ADT. Input all alarm conditions on the computerized Guard Operations Log.
<b>SSS</b>	Input all activation of Console alarms, including false alarms, on the computerized Guard Operations Log, including final disposition.
<b>TTT</b>	Every two (2) hours, the Console operator will perform a security check (KAJ530) of each post and input information on the computerized Guard Operations Log. In addition, all door openings and closings, including Office of Inspector General for Tax Administration (TIGTA) door, landscaping, etc., will be input in the computerized Guard Operations Log.
<b>UUU</b>	Sealed envelope keys (Console Key Box) can only be opened in case of emergency, <u>including Code 6 alarm conditions</u> . When opened, input in the computerized Guard Operations Log, and notify the Project Manager of Security with a prepared incident report.
<b>VVV</b>	If the cafeteria outer doors and/or Steve's Snack canteen doors are found unsecured after hours, notify the Shift Supervisor who will: <ul style="list-style-type: none"> <li>a. Notify Post 11.</li> <li>b. Attempt to contact the appropriate management official at home to respond and secure door(s).</li> <li>c. If no contact is made with management official, open sealed envelope, secure door(s), and notify Project Manager of Security by preparing an incident report.</li> </ul>
<b>WWW</b>	When the alarm maintenance company is going to perform any type of testing, an alarm company representative will notify security. Security will notify the Building Management Section immediately.
<b>XXX</b>	Console operator will pay close attention to all areas covered by cameras, especially the Dock 1 area. Operator will use pan/tilt function of cameras, if available, regularly to view all available areas. Operator will exercise care with pan/tilt cameras. Alert supervisor of any suspicious situation for investigation.
<b>YYY</b>	Open and close Dock 1 and Rapid Control Door as needed. Upon notification from Post 4, when Government truck drivers proceed to Dock 3, security console operator can raise the door, avoiding the need for the driver to park the vehicle and get down. Console operator can monitor the activity with the CCTV cameras. After delivery is completed; drivers are instructed to call the Console operator to inform console that door can be lowered.
<b>ZZZ</b>	Coordinate medical emergencies.
<b>AAA</b>	Government vehicles (1) will be dispatched by Site Coordinators office. Refer all employees needing a vehicle to that office secretary, at ext. 6009.

BBB	Prepare incident reports as necessary for <u>all</u> traffic accidents witnessed <u>within the fenceline</u> . If the accident was not witnessed by a security officer, the employee will be responsible for completing the incident report. Notification will be made to Console. FPO must be notified if there are personal injuries or damage to Government property. (Weekends and/or Holidays)
CCC	Badged employees needing vehicle service (i.e., flat tires, jump starts, tow trucks, mechanics, etc.) may provide clearance but <u>must</u> meet the service representative at the gate. Ensure ROWR 12811, Visitor Register is completed. Badged employee will escort service representative to their appropriate vehicle. Anyone requesting to exchange vehicles, place items in or take items out of a vehicle will <u>not</u> be allowed to do so without verification by the driver who <u>must</u> meet the individual at the gate.
DDD	Ensure that entries on all <u>key inventory log(s)</u> are accurate and complete and submit <u>monthly</u> through the supervisor for submission to the Physical Security Staff.
EEEE	At all times that the Receptionist Post is not staffed, operate the magnetic lock releases for the glass doors leading into the EEO/Personnel area, the Physical Security Office, the badge/restroom area, and the IRS Center. Only allow badged individuals into the EEO/Personnel area, the Physical Security Office, and the IRS Center. The only unbadged entry allowed into the badge/restroom area will be for restroom use, and the individual must pass through the magnetometer prior to entering the area.
FFFF	Utilize the CCTV cameras to view exterior of building and within computer rooms. Use pan/tilt/zoom function of cameras to view all available areas. Report if any suspicious activity is observed. If situation becomes or appears dangerous, contact supervisor.
GGG	Replace CCTV recording tapes daily as instructed.
HHH	Console operator will monitor the event printer from the alarm printer to ensure that it does not run out of paper. Printer is to be checked during each shift for sufficient paper. Follow directions as provided in the "IRS Security Computer Console Operations Manual."
IIIIIIII	An Oxygen tank is kept within the Security Console for use in emergencies. <u>The oxygen tank can only be used by the Nurses staff.</u> Second oxygen tank is strapped to the Health Unit motorized cart which is stored in the Health Unit.
JJJJ	Upon Console operator receiving a call regarding a violence in the workplace threat or suicide threat, operator will inform security officers who are available to dispatch to the scene to provide assistance. Console operator will then contact the Physical Security Staff and notify them of situation. The Physical Security Staff will contact TIGTA and advise the duty agent of the situation.

<b>GUARD POST ASSIGNMENT RECORD</b>		<b>Field Office:</b> Fresno, CA		<b>Post No.:</b> 65-11
<b>Facility or Building:</b> IRS Fresno Center			<b>Building:</b> Interior Rover – Buildings 1, 1, 2, 3, 4, & 5	
<b>Building Address/City:</b> 5045 E. Butler, Fresno, CA		<b>Authorized Signature:</b>		<b>Date:</b>
<b>Time</b>		<b>Post Duties</b>		
<b>From</b>	<b>To</b>	<b>Interior Rover - Armed Officer 24 Hours a Day (7 Days)</b>		
		<b>KKI</b>	Patrol inside all buildings. Do not set a pattern. Be especially watchful for theft and unauthorized persons or activity in work areas. Make security check of doors, locked cabinets, safes, canteens, and restricted area doors when employees have gone home. Officers on swing and graveyard shifts will patrol all buildings often and check for unauthorized personnel.	
		<b>LLL</b>	Observe emergency exit doors--prepare Form 10480, Security Incident Report, if anyone uses the emergency exits for other than an emergency evacuation. Ensure that inside emergency exits are not blocked.	
		<b>MM</b>	Ensure that everyone has a badge on and is wearing it properly. (Photo and/or designator is visible.)	
		<b>NNI</b>	Open/secure any post as directed by security supervisor.	
		<b>OO</b>	Report anything unusual to Console and supervisor.	
		<b>PPP</b>	<u>Never</u> leave post until properly relieved, including a correct pass down to the person relieving the post.	
		<b>QQ</b>	Eating, sleeping, smoking, reading of personal material, and making personal telephone calls will not be allowed while on duty. Use of the pay telephones or canteen facilities while on duty is prohibited. No radios, police scanners, etc., are allowed.	
		<b>RRR</b>	Become familiar with building and post emergency procedures and action to be taken by the post officer in the event of bomb threats, fires, intrusions, evacuations, and other types of emergencies.  In situations of duress alarms and certain emergencies, officers should exercise caution while responding. Use proper protective tactics, stealth, cover and concealment. No more than 3 officers should respond to a single incident unless the scope and magnitude of the incident necessitates more be present.	
		<b>SSS</b>	Respond to all emergency or intrusion alarms as reported by Security Console operator.	
<b>TTT</b>	This post <u>will</u> perform double coverage as directed by Project Manager or On Duty Supervisor.			

UUU	Open door to permit entry or exit of disabled or ill employees when posts are not normally staffed, as directed by the Physical Security Staff or Shift Supervisor.
VVV	Security officers will check all cafeteria and concession operator's gates and doors after the last employee has left for the day. If doors or gates are found unsecured, <u>immediately notify the security supervisor</u> and the Console to call the cafeteria or concession personnel to return and secure the area. If the supervisor cannot make contact, he/she will open the sealed envelope key and secure the door(s). Prepare and Incident Report on all unsecured door situations. Enter the cafeteria enclosed area and check the interior for suspicious activity. Ensure the manager's office is secured and that all freezer doors are also secured.
WWW	The rover should respond to any emergency situations occurring inside the building; i.e. fire, major accident, employee and/or unauthorized intruder, altercations, Code 6 alarm condition, duress alarms, etc. The security officer should immediately radio for assistance and contact the supervisor for instructions in all cases.
XXX	Prepare incident reports as necessary for <u>all</u> traffic accidents witnessed <u>within the fenceline</u> . If the accident was not witnessed by a security officer, the employee will be responsible for completing the incident report. Notify Console immediately. FPO must be notified if there are personal injuries or damage to Government property. (Weekends and/or Holidays)
YYY	Expedite other security-related duties as assigned. This post can be diverted from roving duties to fixed-post assignment upon written request of the Physical Security Staff.
ZZZ	In the event of a bomb threat (real or test), search outside of building from building to parking lot. Put special emphasis on shrubbery.
AAA	All weapons will be issued and received in the weapons room.
BBB	After initial loading and holstering of weapon when reporting for duty, the security officer will withdraw the weapon from the holster <u>only</u> as a last resort when, in the considered opinion of the officer, there is a danger of loss of life or serious bodily injury to himself/herself or another person.
CCC	Security officer will not engage in casual conversations with IRS employees/contractors/vendors and other security officers. Conversations will be limited to business communications. The officer will not take coffee or meal break at any fixed post.
DDD	Security officer can provide his/her own relief for breaks and lunches, but he/she must remain on premises.
EEE	<u>Once every (2) hours on each shift</u> , the security officer will check all building interior doors which are not staffed by a security officer to ensure that doors are secure.
FFF	Maintain officer's desk book in good condition.

		<b>GGG</b>	<b>Between 1415-1615 hours, perform traffic control at Northwest Gate to facilitate outgoing traffic, as needed or as instructed.</b>
		<b>HHH</b>	<b>Between 1700-0500 hours, check all safes and combination padlocks where areas are unoccupied to ensure they are locked. The safes and combination padlocks will be checked twice for security during swing, graveyard, and weekend shifts. If a safe or a combination padlock is found open, secure the lock and prepare a Security Incident Report, Form 10480. Note: Ensure lock number and work area/zone are identified.</b>
		<b>IIIIIIII</b>	<b>Between 1700-0530 hours, security officers on swing and graveyard shifts will turn off lights in vacated areas of the buildings and turn back on as necessary only if the Console has been notified that the area is cleared.</b>
		<b>JJJJ</b>	<b>Security officer will become the person in charge when the shift supervisor is at the offsite location on emergencies and/or security officer inspection, and the Project Manager or On Duty Supervisor is not present.</b>



<b>GUARD POST ASSIGNMENT RECORD</b>		<b>Field Office:</b> Fresno, CA	<b>Post No:</b> 65-13
<b>Facility or Building:</b> IRS Fresno Center			<b>Building:</b> Cherry Warehouse
<b>Building Address/City:</b> 5045 E. Butler, Fresno, CA		<b>Authorized Signature:</b>	<b>Date:</b>
<b>Time</b>		<b>Post Duties</b>	
<b>From</b>	<b>To</b>	<b>Cherry Avenue Warehouse - Armed Officer 1000 - 1600 Hours (M-F)</b>	
		<b>D.</b>	Upon arrival at 1000, security officer will perform an exterior and internal review of premises to verify that unauthorized persons are not on the property. Report anything unusual to the shift supervisor.
		<b>E.</b>	Contact Console operator to report entry into the facility. (Relay 1041/on duty.)
		<b>F.</b>	<p><b>Gate Control:</b></p> <p>a. Check all individuals entering in vehicles or foot for a photo badge.</p> <p>b. Ensure that everyone has a badge on and is wearing it properly. (Photo and/or designator is visible.) Persons without badges will <u>not</u> be permitted past this point. All visitors, with or without a badge, will sign in on ROWR 12811, Visitor Register.</p> <p>c. Verify identity as follows:</p> <ol style="list-style-type: none"> <li>1. Visitor list</li> <li>2. Approved Visitor Authorization Request (FSC Form 0197).</li> <li>3. Approved vendor's access letter. (Check each time.)</li> <li>4. Verbal or written authorization of IRS Physical Security Staff; Assistant Physical Security Analysts (APSA1 or APSA2), Physical Security Analysts (PSA, PSA1 or PSA2), Contracting Officer's Technical Representative (COTR) and/or the Project Manager of Security.</li> <li>5. Check identification (badge, driver's license, etc.)</li> </ol> <p>If verification of employment is required, the security post will notify the supervisor who will perform the duty of verification. Upon verification of approved vendor access letters or verbal/written authorization of APSA1, APSA2, PSA, PSA1, PSA2, COTR, and/or Project Manager of Security, direct recurring trucks to warehouse dock. <b>NOTE: DRIVER'S LICENSE IS NOT PROOF OF EMPLOYMENT, MUST HAVE COMPANY ID OR TELEPHONE VERIFICATION BY SUPERVISOR.</b></p> <p>d. Direct all taxpayers seeking assistance to the North Fresno IRS District Office, 5104 N. Blythe, Fresno, CA. (Provide a map with directions to the IRS District Office) In the event of an <u>IRATE</u> taxpayer, contact the Director's Representative to come to the gate for assistance.</p> <p>e. Issue appropriate non-photo badge(s) as necessary; i.e., white, red, escort, visitor, temporary. Issue a temporary badge and disclosure statement to employees who have lost or forgotten their badges upon completion of Form 4589, Lost and Forgotten Badge Request. <u>A Team Leader, Group Leader or Operations manager must sign them in and must print the employee name.</u> (Director's Representative may sign employee in</p>

<b>GUARD POST ASSIGNMENT RECORD</b>		<b>Field Office:</b> Fresno, CA	<b>Post No:</b> 65-13
<b>Facility or Building:</b> IRS Fresno Center			<b>Building:</b> Cherry Warehouse
<b>Building Address/City:</b> 5045 E. Butler, Fresno, CA		<b>Authorized Signature:</b>	<b>Date:</b>
<b>Time</b>		<b>Post Duties</b>	
<b>From</b>	<b>To</b>	<b>Cherry Avenue Warehouse - Armed Officer 1000 - 1600 Hours (M-F)</b>	
		when management is not available.	
		<p><b>G.</b> Do not allow delivery trucks or vans past the gate until verification of the purpose of the visit is received and an inspection is made for unauthorized cargo or persons. Have the driver pull the vehicle forward and to the left for clearance and inspection to prevent traffic from backing up or being delayed. Verify company ID.</p> <p style="padding-left: 40px;"><b>a.</b> Utilize Enspecta Hand-held Unit to conduct a detailed inspection of the undercarriage of vendor vehicles for explosives, secret compartments, and contraband.</p>	
		<p><b>H.</b> Log all truck deliveries and visitors on ROWR 12811, Visitor Register. Ensure that all entries on ROWR 12811, Visitor Register, are accurate and complete and submit <u>monthly</u> through the supervisor for submission to the Badge Clerks.</p>	
		<p><b>I.</b> Ensure that all entries on Form 4589, Lost and Forgotten Badge Request, are accurate and complete; and upon return of the temporary badge to the post, ensure that forms are forwarded to the Supervisor for submission to the Badge Clerks daily.</p>	
		<p><b>J.</b> Ensure that non-photo badges and badges of non-IRS employees are not taken from the facility. Security officers are an exception due to performing their duties outside of buildings.</p>	
		<p><b>K.</b> Perform daily inventory of all badges assigned to post. Immediately report any missing badges to the Project Manager of Security and prepare an incident report. Ensure that all badges collected which are not assigned to this post are <u>immediately</u> returned to the appropriate post. Inventory sheets will be submitted to supervisor for submission to the Badge Clerks. Secure all badges and equipment in a locked container when post is unattended.</p> <p>If any embossed or photo badges are returned with proximity cards attached, leave the proximity card attached. When performing the daily inventory of badges, indicate with a "P" in the appropriate block for that badge that a proximity card is attached. <u>Embossed badges are to be pulled upon the expiration date and provided to the Badge Clerks.</u></p>	
		<p><b>L.</b> At the end of the security officer shift, the security officer will secure all badges and equipment in a locked container. (Relay 1042/off-duty.)</p>	
		<p><b>M.</b> Make sure anyone removing property in a privately owned vehicle has proper authorization (i.e., property pass or authorization from <u>warehouse foreman</u>).</p>	

N.	<p>Check all property brought in or taken from building. Property Passes are required for all <u>government</u> property; i.e., office machines, paintings, tape recorders, laptop computers, calculators, cameras, etc., taken in or out of the building by IRS employees or vendors. Check list of IRS personnel authorized to remove property. Obtain permission of a responsible IRS person for vendors, repair persons, etc., to remove property. Ensure magnetic media (refer to photographs in desk book) is only removed by authorized personnel. Personally owned television sets will be allowed on the property; however, item must have a property pass and television sets will be limited to mini-television sets.</p> <p>Personal property of IRS employees (i.e., cellular telephones, radios, radio cassette players, headphones) do not require property passes. Cameras, regardless of ownership, must have a property pass. Physical Security Staff is responsible for preparing property passes for all cameras. Original copy of pass will be provided to Post 1 and upon expiration of pass, pass is to be thrown away.</p>
O.	<p>Check identification of all salespersons, repair persons, and other visitors, and determine the purpose of their being at the facility. Call the person that has been identified as their contact to escort them. Issue "red escort non-photo badge" to cleared persons. Obtain clearance from APSA1, APSA2, PSA, PSA1, PSA2, COTR or the Project Manager to issue "non-escort badges" if prior authorization has not been received.</p>
P.	<p>Ensure that unbadged truck drivers, delivery persons, etc., do not wander past loading dock/transportation office into warehouse.</p>
Q.	<p>After initial loading and holstering of weapon when reporting for duty, the security officer will withdraw the weapon from the holster <u>only</u> as a last resort when, in the considered opinion of the security officer, there is a danger of loss of life or serious bodily injury to himself/herself or another person.</p>
R.	<p>To the extent possible, inspect all briefcases and packages for visitors taken in and out.</p> <p>a. Inspect packages, parcels, backpacks, boxes, and equipment of (all visitors) to ensure only authorized items are brought into or taken out of the facility and to discourage theft of property.</p> <p>b. Lunch bags, purses, and thermoses will not <u>normally</u> be inspected unless the security posture dictates otherwise, <u>or</u> the security officer has reason to suspect unauthorized removal of property.</p>
S.	<p>When checking briefcases, backpacks, and other items that are normally checked; check for valid income tax returns. The Form number may vary; however, all processed returns have a 14-digit document locator number in the upper right-hand corner of the first page. The document locator number will be colored on an original document.</p>
T.	<p>Become familiar with building and post emergency procedures and action to be taken by the post guard in the event of bomb threats, fires, intrusions, evacuations, and other types of emergencies.</p>

U.	Maintain officer's desk book in good condition. Keep post neat and clean at all times and secured at the end of the shift.
V.	Observe exterior of building, grounds, roof top, and fence perimeter. Be especially watchful for vandalism and theft in and about automobiles. Report any lighting malfunctions or physical obstructions to the supervisor.
W.	Be courteous at all times and assist anyone who might have questions. <u>Do not volunteer information to anyone!</u> Report all suspicious vehicles or questions to shift supervisor.
X.	Report anything unusual to Console. <u>Immediately</u> inform Console by radio or telephone of serious attempts by unauthorized personnel to gain access onto the premises, or to cause disruption or mischief at the offsite warehouse. Console will request assistance of the Fresno Police Department and/or Post 8.
Y.	Eating, drinking, sleeping, smoking, reading of personal material, and making personal telephone calls will not be allowed while on duty at post. Exception: Security officer must remain at post while having lunch.
Z.	Only an AM or AM/FM radio is allowed while on this post. However, the radio must be kept out of sight of the general public, and the volume must be kept low.
AA.	Security officer will not engage in casual conversations with IRS employees/contractors/vendors and other security officers. Conversations will be limited to business communications.
BB.	Expedite other security-related duties as assigned.
CC.	Badged employees needing vehicle service (i.e., flat tires, jump starts, tow trucks, mechanics, etc.) may provide clearance but must <u>meet</u> the service representative at the gate. Ensure ROWR 12811, Visitor Register is completed. Badged employee will escort service representative to their appropriate vehicle. Anyone requesting to exchange vehicles, place items in or take items out of a vehicle will <u>not</u> be allowed to do so without verification by the driver who <u>must</u> meet the individual at the gate.
DD.	Observe emergency exit doors within view of post-prepare Form 10480, Security Incident Report if anyone uses the emergency exits for other than an emergency evacuation.
EE.	Security officer can provide his/her own relief for breaks but she/he must remain on the grounds.
FF.	Issue the "Service Request Checksheet" to all vendors. Ensure checksheets are retrieved upon vendors exiting the facility and submit to the lease inspector daily.
GG.	When a contractor arrives at the facility to work on either the building, grounds, and/or equipment; please contact Anita Casey at 454-7145 or 351-1887 (cell) for notification purposes only.

		<b>HH.</b> Any offsite problems, Anita Casey is to be immediately contacted. When a trouble call is reported to ERC at 1-866-743-5748, please have the officer reporting the problem reflect the specific time of the trouble call on the incident report.
		<b>II.</b> Ensure that interior lights in vacated areas of facility are turned off and that the premises are secured at 1730 hours. Persons needing to enter building during hours of days not scheduled for openings must contact security for clearance. Security officers will then obtain clearance from a member of the Physical Security Staff.
		<b>JJ.</b> Prepare incident reports as necessary for <u>all</u> traffic accidents witnessed <u>within the fenceline</u> . If the accident was not witnessed by a security officer, the employee will be responsible for completing the incident report. Notify Console immediately. FPO must be notified if there are personal injuries or damage to Government property. (Weekends and/or Holidays)

<b>GUARD POST ASSIGNMENT RECORD</b>		<b>Field Office:</b> Fresno, CA		<b>Post No: 65-14 POST IN RESERVE</b>	
<b>Facility or Building:</b> IRS Fresno Campus				<b>Building:</b> Vacant Post	
<b>Building Address/City:</b>		<b>Authorized Signature:</b>		<b>Date:</b>	
<b>Time</b>			<b>Post Duties</b>		
<b>From</b>	<b>To</b>		<b>Vacant Post - Armed Officer</b>		
		KK.			

<b>GUARD POST ASSIGNMENT RECORD</b>		<b>Field Office:</b> Fresno, CA		<b>Post No:</b> 65-17
<b>Facility or Building:</b> IRS Fresno Center				<b>Building:</b> Offsite Facility Tulare
<b>Building Address/City:</b> 5045 E. Butler, Fresno, CA		<b>Authorized Signature:</b>		<b>Date:</b>
<b>Time</b>		<b>Post Duties</b>		
<b>From</b>	<b>To</b>	<b>Tulare Location - Armed Officer</b> <b>February 1 – July 3 - various hours (See post schedule for break down of hours.)</b>		
		<b>LL.</b>	Open facility, turn off appropriate alarms, and turn on interior lights.	
		<b>MM.</b>	Contact Console operator to report entry into the facility. (Relay 1041/on duty.)	
		<b>NN.</b>	Beginning of shift, retrieve temporary badges from the Section Chief's Office. End of shift, return and secure temporary badges in the Section Chief's Office. (Call in 1042/Off-duty.)	
		<b>OO.</b>	Ensure that everyone has a badge on and is wearing it properly. (Photo and/or designator is visible.) Persons without badges will <u>not</u> be permitted past this point. All visitors, with or without a badge, will sign in on ROWR 2183, Visitor Register. Verify identity as follows: <ul style="list-style-type: none"> <li>a. Visitor list</li> <li>b. Approved Visitor Authorization Request (FSC Form 0197).</li> <li>c. Approved vendor's access letter. (Check each time.)</li> <li>d. Verbal or written authorization of IRS Physical Security Staff; Assistant Physical Security Analysts (APSA1 or APSA2), Physical Security Analysts (PSA, PSA1 or PSA2), Contracting Officer's Technical Representative (COTR) and/or the Major of Security.</li> <li>e. Check identification (badge, driver's license, etc.)</li> </ul>	
		<b>PP.</b>	Ensure that all entries on ROWR 2183, Visitor Register are accurate and complete and submit <u>monthly</u> through the supervisor for submission to the Badge Clerks.	
		<b>QQ.</b>	Issue appropriate non-photo badge(s) as necessary; i.e., white, red, escort, visitor, temporary. Issue a temporary badge and disclosure statement to employees who have lost or forgotten their badges upon completion of Form 4589, Lost and Forgotten Badge Request. Duplicate Form 4589 is to be provided to Ms. Terri Reinhart, Chief, Section D. <u>A Team Leader, Group Leader or Operations manager must sign them in and must print the employee name.</u> (Director's Representative may sign employee in when management is not available.)	
		<b>RR.</b>	Ensure that all entries on Form 4589, Lost and Forgotten Badge Request, are accurate and complete; and upon return of the temporary badge to the post, ensure that forms are forwarded to the supervisor for submission to the Badge Clerks daily.	

SS.	Ensure that non-photo badges and badges of non-IRS employees are not taken from the facility. Security officers are an exception due to performing their duties outside of buildings.
TT.	<p>Perform daily inventory of all badges assigned to post. Immediately report any missing badges to the Major of Security and prepare an incident report. Inventory sheets will be submitted to supervisor for submission to the Badge Clerks. Secure all badges and equipment in a locked container when post is unattended.</p> <p>If any embossed or photo badges are returned with proximity cards attached, leave the proximity card attached. When performing the daily inventory of badges, indicate with a "P" in the appropriate block for that badge that a proximity card is attached. <u>Embossed badges are to be pulled upon the expiration date and provided to the Badge Clerks.</u></p>
UU.	<p>Check all property brought in or taken from building. Property passes are required for all <u>government</u> property; i.e., office machines, paintings, tape recorders, laptop computers, calculators, cameras, etc., taken in or out of the building by IRS employees or vendors. Check list of IRS personnel authorized to remove property. Obtain permission of a responsible IRS person for vendors, repair persons, etc., to remove property. Ensure magnetic media (refer to photographs in desk book) is only removed by authorized personnel. Personally owned television sets will be allowed on the property; however, item must have a property pass and television sets will be limited to mini-television sets.</p> <p>Personal property of IRS employees (i.e., cellular telephones, radios, radio cassette players, headphones) do not require property passes. Cameras, regardless of ownership, must have a property pass. Physical Security Staff is responsible for preparing property passes for all cameras. Original copy of pass will be provided to the security officer and upon expiration of pass, pass is to be thrown away.</p>
VV.	Check identification of all salespersons, repair persons, and other visitors, and determine the purpose of their being at the facility. Call the person that has been identified as their contact to escort them. Issue "red escort non-photo badge" to cleared persons. Obtain clearance from APSA1, APSA2, PSA, PSA1, PSA2, COTR or the Major to issue "non-escort badges" if prior authorization has not been received.
WW.	After initial loading and holstering of weapon when reporting for duty, the security officer will withdraw the weapon from the holster <u>only</u> as a last resort when, in the considered opinion of the security officer, there is a danger of loss of life or serious bodily injury to himself/herself or another person.
XX.	<p>Inspect all Vendor briefcases and packages taken in and out.</p> <ol style="list-style-type: none"> <li>Inspect packages, parcels, backpacks, boxes, and equipment for all visitors to ensure only authorized items are brought into or taken out of the facility and to discourage theft of property.</li> <li>Lunch bags, purses, and thermoses will not <u>normally</u> be inspected unless the security posture dictates otherwise, <u>or</u> the security officer has reason to suspect unauthorized removal of property.</li> <li>When checking briefcases, backpacks, and other items that are normally checked; check for valid income tax returns. The Form number may vary; however, all processed returns have a 14-digit document locator number in the upper right-hand corner of the first</li> </ol>



	page. The document locator number will be colored on an original document.
YY.	Checking the premises takes priority over telephone conversation <u>unless</u> the telephone call is an emergency. Be especially watchful for vandalism and theft in and about automobiles. Report any lighting malfunctions or physical obstructions to the shift supervisor.
ZZ.	Be courteous at all times and assist anyone who might have questions. <u>Do not volunteer information to anyone!</u> Report all suspicious vehicles or questions to shift supervisor.
AAA	Become familiar with building and post emergency procedures and action to be taken by the post guard in the event of bomb threats, fires, intrusions, evacuations, and other types of emergencies. In addition, the location of facility manual pull stations.  In situations of duress alarms and certain emergencies, officer should exercise caution while responding. Use proper protective tactics, stealth, cover and concealment.
BBB	The flag of the United States of America shall be raised before sunrise and lowered after sunset on all working days and on National Holidays.
CCC	Periodically patrol exterior building, grounds, and fence perimeter. Patrol interior of building, checking restrooms and closets.
DDD	Report anything unusual to the Console.  <u>Immediately</u> inform Console by telephone or supervisor by radio of serious attempts by unauthorized personnel to gain access onto the premises, or to cause disruption or mischief at the facility. Console will request assistance of the Tulare Police Department.
EEE.	Observe emergency exit doors within view of post--prepare Form 10480, Security Incident Report if anyone uses the emergency exits for other than an emergency evacuation. Ensure that inside and outside emergency exits are not blocked.
FFF.	Unlock loading dock area doors for IRS truck drivers when necessary. Ensure loading dock area doors are secure and not being used by unauthorized personnel to enter and exit the facility.
GGG	Maintain officer's desk book in good condition. Ensure that guard post is kept neat and clean at all times and secured at the end of the shift.
HHH	Eating, drinking, sleeping, smoking, reading of personal material, and making personal telephone calls will not be allowed while on duty at post.
III.	Only an AM or AM/FM radio is allowed while on this post. However, the radio must be kept out of sight of the general public, and the volume must be kept low.
JJJ.	Security officer will not engage in casual conversation with IRS employees/contractors/vendors and other security officers. Conversations will be limited to business communications.

KKK	Security officer can provide his/her own relief for breaks and lunches, but he/she must remain on the premises.
LLL	Ensure that entries on all <u>key inventory log(s)</u> are accurate and complete and submit <u>monthly</u> through the supervisor for submission to the Physical Security Staff.
MMM	Expedite other security-related duties as assigned and work with site manager to coordinate any additional assistance.
NNN	Ensure that interior lights in vacated areas of the facility are turned off and that the premises are secured when all employees have left the facility and are no longer present. Persons needing to enter the building during hours or days not scheduled for openings must contact security for clearances. Security officers will then obtain clearance from a member of the Physical Security Staff.
OOO	Prepare incident reports as necessary for <u>all</u> traffic accidents witnessed <u>within the fenceline</u> . If the accident was not witnessed by a security officer, the employee will be responsible for completing the incident report. Notify Console immediately. FPO must be notified if there are personal injuries or damage to Government property. (Weekends and/or Holidays)
PPP	Badged employees needing vehicle service (i.e., flat tires, jump starts, tow trucks, mechanics, etc.) may provide clearance but must <u>meet</u> the service representative at the gate. Ensure ROWR 2183, Visitor Register is completed. Badged employee will escort service representative to their appropriate vehicle. Anyone requesting to exchange vehicles, place items in or take items out of a vehicle will <u>not</u> be allowed to do so without verification by the driver who <u>must</u> meet the individual at the gate.
QQQ	Utilize the CCTV cameras to view exterior of building when not performing foot patrol. Use pan/tilt/zoom function of cameras to view all available areas. Report to area if any suspicious activity is observed. If situation becomes or appears dangerous, contact supervisor via telephone or radio to request assistance of Tulare Police Department.
RRR	Replace CCTV recording tapes daily as instructed.
SSS	Any offsite problems, Anita Casey is to be immediately contacted. When a trouble call is reported to ERC at 1-866-743-5748, please have the officer reporting the problem reflect the specific time of the trouble call on the incident report.

<b>GUARD POST ASSIGNMENT RECORD</b>		<b>Field Office:</b> Fresno, CA	<b>Post No.:</b> 65-18
<b>Facility or Building:</b> IRS Fresno Center			<b>Building:</b> Offsite Facility – East/Orange Avenues
<b>Building Address/City:</b> 5045 E. Butler, Fresno, CA		<b>Authorized Signature:</b>	<b>Date:</b>
<b>Time</b>		<b>Post Duties</b>	
<b>From</b>	<b>To</b>	<b>East/Orange Avenue Location - Armed Officer 24 Hours a Day (7 Days)</b>	
		<p><b>TTT Gate Control:</b></p> <ul style="list-style-type: none"> <li>a. Perform a check of all individuals entering in vehicles or on foot for a badge. Persons without badges will <u>not</u> be permitted past this point with the exception of those requiring restricted area access. Direct vehicles picking up employees into holding area. <b>DO NOT LEAVE PERSONS IN HOLDING AREA UNOBSERVED.</b> All visitors, with or without a badge, will sign in on ROWR 2183, Visitor Register.</li> <li>b. Security officer will notify the appropriate contact person on all visitors where prior clearances have been provided by the Physical Security Staff. Officer will inform the contact person that visitor has been directed to the appropriate facility. In addition, officer will inform contact person to "please stop at gate upon their departure for the day to sign the ROWR 2183, Visitor Register." Contact person will not be requested to walk out to the gate for signature.</li> </ul> <p><b>Verify identity as follows:</b></p> <ul style="list-style-type: none"> <li>1. Visitor list.</li> <li>2. Approved Visitor Authorization Request (FSC Form 0197).</li> <li>3. Approved vendor's access letter. (Check each time.)</li> <li>4. Verbal or written authorization of IRS Physical Security Staff; Assistant Physical Security Analysts (APSA1 or APSA2), Physical Security Analysts (PSA, PSA1 or PSA2), Contracting Officer's Technical Representative (COTR) and/or the Major of Security.</li> <li>5. Check identification (badge, driver's license, etc.)</li> </ul> <p>If verification of employment is required, the security post will notify the supervisor who will perform the duty of verification.</p> <ul style="list-style-type: none"> <li>(1) Security officer will <u>stand outside (ALONG SIDE OF STOP SIGN)</u> from 0530 to 0610 hours and from 1530 to 1610 hours in Traffic Vest to effectively control incoming/walk-in traffic. Vests will not be worn in temperatures 90* and higher.</li> <li>(2) In inclement weather or when the temperature is 90* + officers may remain inside or near the guard shack until their duties require them to be outside.</li> <li>d. At all other times, security officer will need to stand outside or open window so he/she is clearly visible to persons entering the property.</li> <li>e. Direct all taxpayers seeking assistance to the North Fresno IRS District Office, 5104 N. Blythe, Fresno, CA. (Provide a map with directions to the IRS District Office.) In case of an <u>IRATE</u> taxpayer, contact Director's Representative for East or Orange to come to the</li> </ul>	

<b>GUARD POST ASSIGNMENT RECORD</b>		<b>Field Office:</b> Fresno, CA	<b>Post No.:</b> 65-18
<b>Facility or Building:</b> IRS Fresno Center			<b>Building:</b> Offsite Facility – East/Orange Avenues
<b>Building Address/City:</b> 5045 E. Butler, Fresno, CA		<b>Authorized Signature:</b>	<b>Date:</b>
<b>Time</b>		<b>Post Duties</b>	
<b>From</b>	<b>To</b>	<b>East/Orange Avenue Location - Armed Officer 24 Hours a Day (7 Days)</b>	
		gate for assistance.	
		<b>UUU</b> Security officer (Post 18) will be the primary officer on duty at the gate shack. Shift changes for the gate shack post will take place at the gate. The relieving officer must sign in/out on Form 12543 (Record of Time of Arrival and Departure from Building) before assuming duties and relieving the security officer at the gate. In addition, the security officer will sign in/out on FSC Form 1051 (Equipment Log) and the Form 00-749 (NTE 09-00) (Guard Operations Log).	
		<b>VVV</b> <u>Never</u> leave post until properly relieved, including a correct pass down to the person relieving the post.  <b>Note:</b> In any emergency situation occurring in the vicinity of the post; i.e., fire, employee or unauthorized intruder, altercations, (fights, vehement arguments, etc.), the security officer may leave his/her post for expediency in resolving the situation. Security officer should immediately radio for backup assistance and contact supervisor for instruction in all cases.	
		<b>WW</b> Security Officer will ensure that all IRS persons visible are badged and that the badge is worn properly. (Photo and/or designator is visible)	
		<b>XXX</b> When an employee has lost or forgotten his/her badge the security officer will call either the employees manager or one of the approving officials from the approved list for clearance. The name of the approver will be written on the Form 4589 for future reference. The employee alpha listing will no longer be used to verify an employee's working status and/or obtain clearance onto the property. Note: If there is no approving manager's name on the Form 4589, management will not sign the form.	
		<b>YYY</b> A temporary blue badge will be issued to all East/Orange Ave. employees when they forget/lose their badge. Employee needing access to the files organization will trade their blue badge for a "5" indicator at the Orange Ave. building. Having the blue badge assigned to the employee will allow them access to East Ave. when necessary.	
		<b>ZZZ</b> To avoid traffic delays the employee will be asked to pull over and park to the side while waiting for their access to be approved. If the employee's manager and/or approving official cannot be reached for clearance, the employee must wait until one can be located.	
		<b>AAA</b> As a courtesy, the security officer (rover) will continue to take the Form 4589 to the employee's manager for appropriate signatures. This will be accomplished only after peak traffic hours.	

<b>BBB</b>	Issue appropriate non-photo badge(s) as necessary; i.e., white, red, escort, visitor, temporary. Issue a temporary badge and disclosure statement to employees who have lost or forgotten their badges upon completion of Form 4589, Lost or Forgotten Badge Request.
<b>CCC</b>	Ensure that all entries on Form 4589, Lost and Forgotten Badge Request, are accurate and complete; and upon return of the Temporary badge to the post, ensure that forms are forwarded to the supervisor for submission to the Badge Clerks.
<b>DDD</b>	Ensure that non-photo badges and badges of non-IRS employees are not taken from the facility.
<b>EEE</b>	Perform daily inventory by shift of all badges assigned to post. Immediately report any missing badges to the Major of Security and prepare an incident report. Inventory sheets will be submitted to supervisor for submission to the Badge Clerks. All badges and equipment will be secured within the post.
<b>FFF</b>	Check identification of all salespersons, repair persons, and other non-IRS visitors, and determine the purpose of their being at the facility. Inform the person that has been identified as the contact that individual has arrived and is being escorted by Post 20, if available. If Post 20 is not available, ensure individual is monitored on CCTV cameras and is directed to the appropriate building. Issue "red escort non-photo badge" to cleared persons. Obtain clearance from Director's Representative, APSA1, APSA2, PSA, PSA1, PSA2, COTR, or the Major to issue "non-escort badges" if prior authorization has not been received.
<b>GGG</b>	Observe exterior of building, grounds, roof top, and fence perimeter with binoculars. Checking the premises takes priority over telephone conversation <u>unless</u> the telephone call is an emergency. Be watchful for vandalism and theft in and about automobiles. Report any lighting malfunctions or physical obstructions to the shift supervisor.
<b>HHH</b>	Weapon will only be loaded/unloaded in the loading barrel which is located inside the guard shack. After initial loading and holstering of weapon when reporting for duty, the security officer will withdraw the weapon from the holster <u>only</u> as a last resort when, in the considered opinion of the security officer, there is a danger of loss of life or serious bodily injury to himself/herself or another person.
<b>III.</b>	Log all non-IRS personnel truck deliveries and visitors on ROWR 2183, Visitor Register. Ensure that all entries on ROWR 2183 are accurate and complete and submit monthly through the supervisor to the Badge Clerks. In addition, issue the "Service Request Check sheet" to all vendors. Ensure check sheets are retrieved upon Vendors exiting the facility and submit to the lease inspector daily.
<b>JJJJ</b>	Do not allow delivery trucks or vans past the gate until verification of the purpose of the visit is received and an inspection is made for unauthorized cargo or persons. Have the driver pull the vehicle forward for clearance and inspection to prevent traffic from backing up or being delayed. Verify company I.D. Upon obtaining proper clearance, direct deliveries to the appropriate loading dock. NOTE: DRIVER'S LICENSE IS NOT PROOF OF EMPLOYMENT; MUST HAVE COMPANY I.D. OR TELEPHONE VERIFICATION BY SUPERVISOR. ALL FED EX DELIVER DRIVERS ARE TO BE DIRECTED TO THE ORANGE AVENUE DOCK AREA FOR ALL DELIVERIES. a. Utilize Enspecta Hand-held Unit to conduct a detailed inspection of

	the undercarriage of vendor vehicles for explosives, secret compartments, and contraband.
KKK	Security officer will contact and inform employee of a floral delivery. Upon acceptance by employee, direct florist to appropriate facility entrance. If an employee cannot be contacted, the delivery person will be asked to return flowers to the florist.
LLLL	<p>When feasible, check property brought in or taken from facility. Property passes are required for all <u>government</u> property; i.e., office machines, paintings, tape recorders, laptop computers, calculators, cameras, etc., taken in or out of the building by IRS employees or vendors. Check list of IRS personnel authorized to remove property. Obtain permission of a responsible IRS person for vendors, repair persons, etc., to remove property. Ensure magnetic media (refer to photographs in desk book) is only removed by authorized personnel. Personally owned television sets will be allowed on the property; however, item must have a property pass and television sets will be limited to mini-television sets.</p> <p>Personal property of IRS employees (i.e., cellular telephones, radios, radio cassette players, headphones) do not require property passes. Cameras, regardless of ownership, must have a property pass. Contact Director's Representative or Space Analyst for property passes.</p>
MMM	Be courteous at all times and assist anyone who might have questions. <u>Do not volunteer information to anyone!</u> Report all suspicious vehicles or questions to shift supervisor.
NNN	Become familiar with building and post emergency procedures and action to be taken by the post guard in the event of bomb threats, fires, intrusions, evacuations, and other types of emergencies. In situations of duress alarms and certain emergencies, officers should exercise caution while responding. Use proper protective tactics, stealth, cover, and concealment when responding.
OOO	Report anything unusual to the control Console. Immediately inform Console by radio or telephone of serious attempts by unauthorized personnel to gain access onto the premises, or to cause disruption or mischief at the offsite facility. Console will request assistance of the Fresno Police Department and/or Post 8 should Post 20 not be available.
PPP	Maintain officer's desk book in good condition. Ensure that guard post is kept neat and clean at all times and secured when not occupied.
QQQ	Eating, drinking, sleeping, smoking, reading of personal material and making personal telephone calls are not allowed while on duty at post. Only an AM or AM/FM radio is allowed while on this post. However, the radio must be kept out of sight of the general public, and the volume must be kept low.
RRR	Badged employees needing vehicle service (i.e. flat tires, jump starts, tow trucks, mechanics, etc.) may provide clearance but <u>must</u> meet the service representative at the gate. Ensure ROWR 2183, Visitor Register is completed. Badged employee will escort service representative to their appropriate vehicle. Anyone requesting to exchange vehicles, place items in or take items out of a vehicle will <u>not</u> be allowed to do so without verification by the driver who <u>must</u> meet the individual at the gate.

SSSS	Security officer will secure guard station and gate to perform interior/exterior duties of Post 20 when Post 20 is not available.
TTTT	Security officer will not engage in casual conversation with IRS employees/contractors/vendors and other security officers. Conversations will be limited to business communications.
UUU	Ensure that entries on all <u>key inventory log(s)</u> are accurate and complete and submit monthly through the supervisor for submission to the Physical Security Staff.
VVV	Ensure that interior lights in vacated areas of the facilities are turned off and that the premises are secured when all employees have left the facility and are no longer present. Persons needing to enter East/Orange Avenue buildings during hours or days not scheduled for openings must contact security for clearance. Security officers will then obtain clearance from a member of PSA.
WWV	Security officer can provide his/her own relief for breaks and lunches, but he/she must remain on the premises.
XXX	Observe emergency exit doors within view of post--prepare a Form 10480, Security Incident Report if anyone uses the emergency exits for other than an emergency evacuation. Ensure emergency exits are not blocked inside or outside the exit.
YYY	Rain gear will be kept at the gate guard station.
ZZZ	Expedite other security-related duties as assigned.
AAA	Prepare incident reports as necessary for <u>all</u> traffic accidents witnessed <u>within the fence line</u> . If the accident was not witnessed by a security officer, the employee will be responsible for completing the incident report. Notify Console immediately. FPO must be notified if there are personal injuries or damage to Government property. (Weekends and/or Holidays)
BBB	Utilize the CCTV cameras to view exterior of building. Use pan/tilt/zoom function of cameras to view all available areas. Request Post 20 to report to area, or when Post 20 not staffed, report to area if any suspicious activity is observed. If situation becomes or appears dangerous, contact supervisor via telephone or radio to request assistance of Fresno Police Department.
CCC	Replace CCTV recording tape daily as instructed.
DDD	Upon verification of employment, allow access to Pacific Gas and Electric Company representative solely to read the meter(s). Ensure ROWR 2183, Visitor Register is completed. No additional clearance will be required from the Physical Security Staff.
EEE	When a contractor arrives at the facility to work on either the building, grounds, and/or equipment; please contact the assistant at 265-4022 for notification purposes only.

	<b>FFFF</b>	Any offsite problems, Anita Casey is to be immediately contacted. When a trouble call is reported to 1-866-743-5748 , please have the officer reporting the problem reflect the specific time of the trouble call on the incident report.
	<b>GGG</b>	Wheelchair has been placed on the raised floor by the dining area door (Zone O-48). Wheelchair will be utilized for the purpose of responding to medical emergencies when the Health Unit is closed. Wheelchair is only for medical emergencies. During regular work hours when nurse is on duty, the nurse will respond with a wheelchair from the Health Unit.
	<b>HHH</b>	Bed rest areas at East/Orange sites are not to be secured. Bed rest areas will remain open at all times.
	<b>IIII.</b>	Pedestrians walking on the inside perimeter fence line must stop to allow incoming/outgoing vehicles through the gates. The security officer(s) must have the pedestrians stop and wait if there are vehicles entering/exiting the gates to prevent any accidents.
	<b>JJJJ</b>	Health Unit Nurse will drop off the AED (defibrillator) at the East/Orange Gate when the Health Unit is closed. Upon nurse arriving the following morning nurse will pick up item at gate.
	<b>KKK</b>	Employees will be able to sign out for "Jumper Cables and Lock Out Tools." Ensure employees sign Form 12406, Waiver and log out the tool(s) the employees will be utilizing. Each lock tool is numbered and must be entered on the log when employee removes a tool from the box. If entire box is taken by employee, notate "entire box." Employees must return item to post.



<b>GUARD POST ASSIGNMENT RECORD</b>		<b>Field Office:</b> Fresno, CA		<b>Post No: 65-19 POST IN RESERVE</b>	
<b>Facility or Building:</b> IRS Fresno Campus				<b>Building:</b> Vacant Post	
<b>Building Address/City:</b>			<b>Authorized Signature:</b>		<b>Date:</b>
<b>Time</b>			<b>Post Duties</b>		
<b>From</b>	<b>To</b>		<b>Vacant Post - Armed Officer</b>		
		LLL			

<b>GUARD POST ASSIGNMENT RECORD</b>		<b>Field Office:</b> Fresno, CA		<b>Post No:</b> 65-20
<b>Facility or Building:</b> IRS Fresno Center				<b>Building:</b> Rover – Offsite Facility – East/Orange Avenues
<b>Building Address/City:</b> 5045 E. Butler, Fresno, CA		<b>Authorized Signature:</b>		<b>Date:</b>
<b>Time</b>		<b>Post Duties</b>		
<b>From</b>	<b>To</b>	<b><u>Rover</u> East/Orange Avenue Location - Armed Officer 24 Hours a Day - 5 Days)</b>		
		<b>MM</b>	Security officer must sign in/out on FSC Form 0409 (Payroll Log) and the FSC Form 1051 (Equipment Log).	
		<b>NN</b>	Contact Console operator prior to entry into the facility. Open the Orange Avenue facility at 0445 hours. Note: If ADT Alarm is going to perform a test on fire system, ensure IRS lease manager is notified so the employees will not evacuate building.	
		<b>OO</b>	Unlock rollup doors in the loading dock (Orange Avenue facility) for the truck drivers.	
		<b>PP</b>	Contact Console operator prior to entry into the facility. Open the East Avenue facility by 0530 hours. Note: If ADT Alarm is going to perform a test on fire system, ensure IRS lease manager is notified so the employees will not evacuate building.	
		<b>QQ</b>	The flag of the United States of America shall be raised before sunrise and lowered after sunset on all working days and on National Holidays.	
		<b>RR</b>	Assist Post 18 during peak ingress periods with traffic and badging of employees who have lost or forgotten their badges. Direct vehicles picking up employees into holding area. Do not leave persons in holding area unobserved.	
		<b>SS</b>	<p>When an employee has lost or forgotten his/her badge the security officer will call either the employees manager or one of the approving officials from the submitted list for clearance. The name of the approver will be written on the Form 4589 for future reference. The employee alpha listing will no longer be used to verify an employee's working status and/or obtain clearance onto the property. Note: If there is no approving manager's name on the Form 4589, management will not sign the Form.</p> <ol style="list-style-type: none"> <li>1. A temporary blue badge will be issued to all East/Orange Ave. employee's when they forget/lose their badge. Employee needing access to the files organization will trade their blue badge for a "5" indicator at the Orange Ave. building. Having the blue badge assigned to the employee will allow them access to East Ave. when necessary.</li> <li>2. To avoid traffic delays the employee will be asked to pull over and park to the side while waiting for their access to be approved. If the employees manager and/or approving official cannot be reached for clearance, the employee must wait until one can be located.</li> <li>3. As a courtesy, the security officer (rover) will continue to take the Form 4589 to the employees manager for appropriate signatures.</li> </ol>	

<b>GUARD POST ASSIGNMENT RECORD</b>		<b>Field Office:</b> Fresno, CA	<b>Post No:</b> 65-20
<b>Facility or Building:</b> IRS Fresno Center			<b>Building:</b> Rover – Offsite Facility – East/Orange Avenues
<b>Building Address/City:</b> 5045 E. Butler, Fresno, CA		<b>Authorized Signature:</b>	<b>Date:</b>
<b>Time</b>		<b>Post Duties</b>	
<b>From</b>	<b>To</b>	<b><u>Rover</u> East/Orange Avenue Location - Armed Officer 24 Hours a Day - 5 Days)</b>	
			This will be accomplished only after peak traffic hours.  4. Ensure that all entries on Form 4589, Lost and Forgotten Badge Request, are accurate and complete, and upon return of the Temporary badge to the post. Forward Form to the Badge Clerks.
		TTT	Issue appropriate non-photo badge(s) as necessary; i.e., white, red, escort, visitor, temporary. Issue a temporary badge and disclosure statement to employees who have lost or forgotten their badges upon completion of Form 4589.  a. Ensure that non-photo badges and badges of non-IRS employees are not taken from the facility.
		UUU	Patrol exterior of buildings, roof top (visual), grounds, and fence perimeter controlled by IRS. Be especially watchful for vandalism & theft in and about automobiles. Report any lighting malfunctions, broken or missing water sprinklers, physical obstructions, security, and safety hazards to the shift supervisor.  Note: Between 1800 - 0200 hours "foot and vehicle" patrols will be alternated.
		VVV	Periodically patrol interior of East and Orange buildings, checking restrooms and closets.
		WWV	Ensure rollup doors in loading dock areas (East and Orange) are secure and are not being used by unauthorized personnel to enter and exit the facilities.
		XXX	Observe emergency exit doors--prepare an ROWR 2959 (Incident Report) if anyone uses emergency exits for other than an emergency evacuation. Ensure emergency exits are not blocked inside or outside the exit.
		YYY	Ensure that interior lights in vacated areas of East/Orange Avenue buildings are turned off and that the premises are secured when all employees have left the facility and are no longer present. Persons needing to enter East/Orange Avenue buildings during hours or days not scheduled for openings must contact security for clearance. Security officer will then obtain clearance from a member of the Physical Security Staff.
		ZZZ	When present, check trailers in dock area and ensure that an "IRS Seal" is on the door if trailers contain documents.

AAA	Patrol inside of all buildings at least once every 2 hours. Do not set a pattern. Be especially watchful for theft and unauthorized persons or activity in work areas. Make security checks of doors, locked cabinets, safes, restricted areas, and canteens. Check restricted area doors when employees have gone home. Security officer on swing and graveyard shifts will ensure Orange and East facilities are patrolled often and checked for unauthorized personnel.
BBB	Security officer will be responsible for ensuring all persons within the facility are badged and that the badge is worn properly. (Photo and/or designator is visible.)
CCC	<u>Never</u> leave post until properly relieved, including a correct pass down to the person relieving the post.
DDD	Report to Console any conditions requiring notification of vehicle owner. (Refer to memorandum.)
EEE	Report anything unusual to Console and supervisor.
FFFF	Eating, drinking, sleeping, smoking, reading of personal material and making personal telephone calls are not allowed while on duty at post. No radios, police scanners, etc., are allowed except as provided for use in the patrol vehicle.
GGG	Maintain vehicle patrol log each shift.
HHH	Become familiar with building and post emergency procedures and action to be taken by the post guard in the event of bomb threats, fires, intrusions, evacuations, and other types of emergencies
IIIII.	Ensure Health Unit (trailer) doors are locked, especially after janitors have completed their work.
JJJJ	Respond to all emergency or intrusion alarms as reported by Security Console operator.
KKK	Security officers will check all canteen gates and doors after the last employee has left for the day. If doors or gates are found unsecured, <u>immediately notify the security officer supervisor</u> and the Console to call the canteen personnel to return and secure area. If the doors are not secured within (1) hour, secure them and prepare an incident report.
LLLL	The rover should respond to any emergency situation occurring outside the building within the fenceline; i.e., fire, major accident, employee and/or unauthorized intruder, altercations, code 6 alarm condition, duress alarms, etc. The security officer should immediately radio for assistance and contact the supervisor for instructions in all cases. In situations of duress alarms and certain emergencies, officers should exercise caution while responding. Use proper protective tactics, stealth, cover, and concealment in responding.

MMM	Prepare incident reports as necessary for <u>all</u> traffic accidents witnessed <u>within the fenceline</u> . If the accident was not witnessed by a security officer, the employee will be responsible for completing the incident report. Notify Console immediately. FPO must be notified if there are personal injuries or damage to Government property. (Weekends and/or Holidays)
NNN	Expedite other security-related duties as assigned.
OOO	In the event of a bomb threat (real or test), search outside of building from building to parking lot. Put special emphasis on shrubbery.
PPP	Weapon will only be loaded/unloaded in the loading barrel which is located inside the guard shack. After initial loading and holstering of weapon when reporting for duty, the security officer will withdraw the weapon from the holster <u>only</u> as a last resort when, in the considered opinion of the security officer, there is a danger of loss of life or serious bodily injury to himself/herself or another person.
QQQ	As directed, assist in placement of directional pylons and direct traffic during peak ingress and egress.
RRR	Check the entire parking lot for illegally parked vehicles (including reserved parking spaces). If a vehicle is parked illegally, the officer will contact an authorized citation issuer so the authorized issuer can write a citation. Warning tickets on Form 0104 will be written by Post 20 as directed by the authorized issuer.
SSS	<u>Once every (2) hours on each shift</u> , the security officer will check all building exterior doors to ensure that doors are secured.
TTT	Security officer will not engage in casual conversations with IRS employees/contractors/vendors and other security officers. Conversations will be limited to business communications. The security officer will not take coffee or meal break at any fixed post.
UUU	Maintain officer's desk book in good condition. Ensure patrol vehicle is kept in working order.
VVV	If notified that any work is going to be performed on property known as Fresno Industrial Center that will affect the FIRE alarm <u>ROVER</u> system, contact the Console. Console will notify ADT Alarm that "we are on disregard." Ensure IRS lease manager is notified so employees will not evacuate the building. Console will manually place the alarms in secure mask status.
WWW	Be courteous at all times and assist anyone who might have questions. <u>Do not volunteer information to anyone!</u> Report all suspicious vehicles or questions to shift supervisor.

XXX	Badged employees needing vehicle service (i.e., flat tires, jump starts, tow trucks, mechanics, etc.) may provide clearance but <u>must</u> meet the service representative at the gate. Ensure ROWR 2183, Visitor Register is completed. Badged employee will escort the service representative to their appropriate vehicle. Anyone requesting to exchange vehicles, place items in or take items out of a vehicle will <u>not</u> be allowed to do so without verification by the driver who <u>must</u> meet the individual at the gate.
YYY	When a contractor arrives at the facility to work on either the building, grounds, and/or equipment; please contact Anita Casey at 265-4022 for notification purposes only.
ZZZ	Any offsite problems, Anita Casey is to be immediately contacted. When a trouble call is reported to ERC at 1-866-743-5748, please have the officer reporting the problems reflect the specific time of the trouble call on the incident report.
AAA	Wheelchair has been placed on the raised floor by the dining area door (Zone O-48). Wheelchair will be utilized for the purpose of responding to medical emergencies when the Health Unit is closed. Wheelchair is only for medical emergencies. During regular work hours when nurse is on duty, the nurse will respond with a wheelchair from the Health Unit.
BBB	Bed rest areas at East/Orange sites are not to be secured. Bed rest areas will remain open at all times.
CCC	Pedestrians walking on the inside perimeter fence line must stop to allow incoming/outgoing vehicles through the gates. The security officer(s) must have the pedestrians stop and wait if there are vehicles entering/exiting the gates to prevent any accidents.
DDD	Health Unit Nurse will drop off the AED (defibrillator) at the East/Orange Gate when the Health Unit is closed. Upon nurse arriving the following morning nurse will pick up item at gate.
EEE	Upon any salespersons, repair persons, and other non-IRS visitors, needing access and is to be "escorted," Post 18 will request assistance of Post 20, if available. Contact person will be notified by Post 18 that individual has arrived and is being escorted by the security officer. If Post 20 is not available, Post 18 will direct individual to appropriate building and ensure individual is monitored on the CCTV cameras.

<b>GUARD POST ASSIGNMENT RECORD</b>		<b>Field Office:</b> Fresno, CA		<b>Post No.:</b> 65-22		
<b>Facility or Building:</b> IRS Fresno Center				<b>Building:</b> Kings Canyon Pavilion		
<b>Building Address/City:</b> 5045 E. Butler, Fresno, CA		<b>Authorized Signature:</b>		<b>Date:</b>		
<b>Time</b>		<b>Post Duties</b>				
<b>From</b>	<b>To</b>	<b>Kings Canyon Pavilion - Armed Officer 10 1/2 Hours - Various</b>				
		FFF	Contact Console operator to report entry into the facility. (Relay 1041/on duty).			
		GGG	Enter-exit control: <u>Stand by door</u> when checking personnel entering and exiting building.			
		HHH	Ensure that IRS employees have a badge on and is wearing it properly. (Photo and/or designator is visible.) Persons without badges will <u>not</u> be permitted past this point. Note: Exception will be persons who are scheduled for testing.			
		IIIII	Ensure that non-photo badges and badges of non-IRS employees are not taken from the building.			
		JJJ	Ensure that all badges collected which are not assigned to this post are <u>immediately</u> returned to the appropriate post.			
		KKK	Direct all taxpayers seeking assistance to the North Fresno IRS District Office, 5104 N. Blythe, Fresno, CA. (Provide a map with directions to the IRS District Office) In the event of an <u>IRATE</u> taxpayer, contact the Director's Representative to come to the door for assistance.			
		LLL	<p>Check all property brought in or taken from building. Property passes are required for all <u>government</u> property; i.e., office machines, paintings, tape recorders, laptop computers, calculators, cameras, etc., taken in or out of the building by IRS employees or vendors. Check list of IRS personnel authorized to remove property. Obtain permission of a responsible IRS person for vendors, repair persons, etc., to remove property. Ensure magnetic media (refer to photographs in desk book) is only removed by authorized personnel. Personally owned television sets will be allowed on the property; however, item must have a property pass and television sets will be limited to mini-television sets.</p> <p>Personal property of IRS employees (i.e., cellular telephones, radios, radio cassette players, headphones) do not require property passes. Cameras, regardless of ownership, must have a property pass. Contact Director's Representative for property passes.</p>			
		MM	<p>Inspect all Vendor briefcases and packages taken in and out.</p> <p>a. Inspect packages, parcels, backpacks, boxes and equipment of visitors to ensure only authorized items are brought into or taken out of the facility and to discourage theft of property.</p> <p>b. Lunch bags, purses, and thermoses will not <u>normally</u> not be inspected unless the security posture dictates otherwise, <u>or</u> the security officer has reason to suspect unauthorized removal of</p>			

<b>GUARD POST ASSIGNMENT RECORD</b>		<b>Field Office:</b> Fresno, CA	<b>Post No.:</b> 65-22
<b>Facility or Building:</b> IRS Fresno Center			<b>Building:</b> Kings Canyon Pavilion
<b>Building Address/City:</b> 5045 E. Butler, Fresno, CA		<b>Authorized Signature:</b>	<b>Date:</b>
<b>Time</b>		<b>Post Duties</b>	
<b>From</b>	<b>To</b>	<b>Kings Canyon Pavilion - Armed Officer 10 1/2 Hours - Various</b>	
			property.  c. Request assistance of the Director's Representative or the supervisor when necessary to check briefcases, above mentioned items, and/or personnel entering or leaving the building.
		NNI	Become familiar with building and post emergency procedures and action to be taken by the post guard in the event of bomb threats, fires, intrusions, evacuations, and other types of emergencies. In the situation of a duress alarm or certain emergencies, exercise caution while responding. Use proper protective tactics, stealth, cover, and concealment while responding.
		OOO	Maintain officer's desk book in good condition. Ensure post is kept clean and neat at all times.
		PPPI	Report anything unusual to Console.
		QQQ	<u>Never</u> leave post until properly relieved.  <u>Note:</u> In any emergency situation occurring in the vicinity of the post; i.e., fire, employee or unauthorized intruder, altercations (fights, vehement arguments, etc.), the security officer may leave his/her post for expediency in resolving the situation. Security officer should immediately radio for backup assistance and contact the supervisor for instructions in all cases.
		RRR	Eating, drinking, sleeping, smoking, reading of personal material, and making personal telephone calls are not allowed while on duty at post. Exception: Security officer must remain at post while having lunch/dinner.
		SSS	Entry and exit controls take priority over telephone conversations, <u>unless</u> telephone conversation is an emergency.
		TTT	Expedite other security-related duties as assigned.
		UUU	Observe emergency exit doors within view of post--prepare Form 10480, Security Incident Report, if anyone uses the emergency exits for other than an emergency evacuation.
		VVV	Weapon will be issued and received in weapons room at the IRS Center.
WWW	After initial loading and holstering of weapon when reporting for duty, the security officer will withdraw the weapon from the holster <u>only</u> as a last resort when, in the considered opinion of the security officer, there is a danger of loss of life or serious bodily injury to himself/herself or another person.		



	XXX	At the end of the security officer shift, the security officer will report to the IRS Center. (1042/off-duty/1076/FSC)
	YYY	Only an AM or AM/FM radio is permitted; however, the radio must be kept out of sight of the general public, and the volume must be kept low.
	ZZZ	Security officer will not engage in casual conversation with IRS employees/contractors/vendors and other security officers. Conversations will be limited to business communication.
	AAA	Be courteous at all times and assist anyone who might have questions. <u>Do not volunteer information to anyone!</u> Report all suspicious vehicles or questions to shift supervisor.
	BBB	Security officer will keep a clear view of entrance at all times.
	CCC	Security officer will perform building interior reviews.
	DDD	When applicable, ensure that all entries are accurate and complete on ROWR Form 1202, Property Pass.
	EEE	Prepare incident reports as necessary for <u>all</u> traffic accidents witnessed. If the accident was not witnessed by a security officer, the employee will be responsible for completing the incident report. Notify Console immediately. FPO must be notified if there are personal injuries or damage to Government property. (Weekends and/or Holidays)

<b>GUARD POST ASSIGNMENT RECORD</b>		<b>Field Office:</b> Fresno, CA		<b>Post No: 65-23 POST IN RESERVE</b>	
<b>Facility or Building:</b> IRS Fresno Campus				<b>Building:</b> Van Ness	
<b>Building Address/City:</b> 1649 Van Ness, Fresno, CA			<b>Authorized Signature:</b>		<b>Date:</b>
<b>Time</b>			<b>Post Duties</b>		
<b>From</b>	<b>To</b>		<b>Van Ness Locations – Armed Guard</b>		
		<b>FFF</b>			

<b>GUARD POST ASSIGNMENT RECORD</b>		<b>Field Office:</b> Fresno, CA	<b>Post No:</b> 65-24
<b>Facility or Building:</b> IRS Fresno Center			<b>Building:</b> Butler Avenue K-9 Handler
<b>Building Address/City:</b> 5045 E. Butler, Fresno, CA		<b>Authorized Signature:</b>	<b>Date:</b>
<b>Time</b>		<b>Post Duties</b>	
<b>From</b>	<b>To</b>	<b>Butler Avenue K-9 Handler - Unarmed Officer</b>	
		GG	Become familiar with building and post emergency procedures and action to be taken by the post guard in the event of bomb threats, fires, intrusions, evacuations, and other types of emergencies.
		HH	Maintain officer's desk book in good condition. If applicable, ensure post is kept clean and neat at all times.
		IIII	Report anything unusual to Console.
		JJJ	Never leave post until properly relieved. <b>NOTE:</b> In any emergency situation occurring in the vicinity of the post; i.e. fire, employee or unauthorized intruder, altercations (fights, vehement arguments, etc.) the security officer may leave his/her post for expediency in resolving the situation.
		KK	Sleeping, smoking and making personal telephone calls are not allowed while on duty at post. Eating, drinking and reading of personal materials are allowed during rest periods for the canines or periods between truck deliveries when other work is not available.
		LLL	Refer all visitors, salespersons, repairpersons, etc., to Posts 1 or 7, for proper identification and badging. Do not allow entry at this post.
		MM	Only an AM or AM/FM radio is permitted; however, the radio must be kept out of sight of the general public and the volume must be kept low.
		NN	Security officer will not engage in casual conversation with IRS employees/contractors/vendors and other security officers. Conversations will be limited to business communication.
		OO	Prepare incident reports to document any unusual occurrence or discovery of an explosive or explosive device.
		PPP	Maintain the offsite K-9 kennel and onsite K-9 cage as directed. Specifications provided under separate cover.
		QQQ	Provide a safe and secure environment for the K-9 as directed.
		RRR	Provide all care for the K-9 assigned to him/her (e.g. feed, water, bathe, and ensure required immunizations are up-to-date and routine checkups are scheduled) and provide for the general health and well being of the K-9.
SSSS	Remove and dispose of (area to be identified by the COTR) the K-9 waste.		

<b>TTTT</b>	<b>Attend re-certification training as scheduled.</b>
<b>UUU</b>	<b>Control all K-9 training aids and secure them in the lockable training aid container when not in use.</b>
<b>VVV</b>	<b>Ensure all K-9 training aids are clearly marked “K-9 TRAINING AID” and are recorded on an inventory control sign-in/out log. This log shall be kept in the secure container for the K-9 training aids. Any misplaced K-9 training aids shall be reported immediately to the IRS COTR.</b>
<b>WWV</b>	<b>In the event a delivery vehicle appears to have a suspicious item as identified by Post 4, report to appropriate area when dispatched by Console to perform further inspections.</b>
<b>XXX</b>	<b>Once a delivery vehicle is cleared by Post 4 to proceed to the loading dock or approved destination, the K-9 team shall meet the delivery vehicle and inspect the entire incoming shipment to ensure no explosive devices enter the facility.</b>
<b>YYY</b>	<b>If the K-9 alerts during an initial pass, make a second pass. If the K-9 again displays alert, the officer will immediately notify the Shift Supervisor or Console by telephone, isolate the area to prevent any unauthorized personnel in the area, and await further instructions from Shift Supervisor.</b>
<b>ZZZ</b>	<b>Upon dispatch by Console, respond to potential bomb threat situations and conduct a search of any suspicious item or package discovered. The immediate area involved will be evacuated prior to conducting the search.</b>
<b>AAA</b>	<b>K-9 teams shall conduct interior and exterior patrols of the facility, to include parking lots, walkways, building entries, and the perimeter fence line.</b>
<b>BBB</b>	<b>Upon dispatch by Console, respond to unidentified or abandoned vehicles found on the property. Conduct a “pass around” search of the vehicle. If the K-9 displays an alert on the vehicle, notify the Shift Supervisor or Console, cordon off the area, and restrict access.</b>
<b>23.</b>	<b>Perform searches of individuals only under the direction of the IRS Physical Security Staff or Treasury Inspector General for Tax Administration (TIGTA). TIGTA will determine if probable cause has been established to warrant a personal search and determine if and how the K-9 team will be utilized.</b>
<b>24.</b>	<b>Onsite training will only be conducted with prior approval from the COTR. K-9 training may be accomplished throughout the facility as long as it does not disrupt any IRS operations. The K-9 must be under the handler’s control at all times when conducting training. When conducting training in the warehouse and other parts of the facility, the handler should never throw the K-9’s reward. Adherence to this control is for the K-9’s health and safety as well as the personnel in the area.</b>
<b>25.</b>	<b>The handler shall control the K-9 by means of a leash. At no time will the K-9 be unattended while training or working.</b>

26.	Exercise of the K-9's while onsite shall be conducted outside, in a controlled environment. The area best suited for exercising is the lawn area near the southeast and southwest entrances.
27.	Expedite other security-related duties as assigned.

<b>GUARD POST ASSIGNMENT RECORD</b>		<b>Field Office:</b> Fresno, CA		<b>Post No:</b> 65-25
<b>Facility or Building:</b> IRS El Dorado Facility			<b>Building:</b> El Dorado (Files)	
<b>Building Address/City:</b> 1950 G. Street, Fresno, CA		<b>Authorized Signature:</b>		<b>Date:</b>
<b>Time</b>		<b>Post Duties</b>		
<b>From</b>	<b>To</b>	<b>Files Facility – Armed Officer 24 Hours A Day (7 Days)</b>		
		<b>CCO</b>	Security officer must sign in/out on FSC Form 12543 (Payroll Log), FSC Form 1051 (Equipment Log), and Form 00-749 (Guard Operations Log).	
		<b>DDI</b>	Upon arrival, security officer will retrieve weapon/equipment from safe. After initial loading and holstering of weapon when reporting for duty, the security officer will withdraw the weapon from the holster only as a last resort when, in the considered opinion of the security officer, there is a danger of loss of life or serious bodily injury to himself/herself or another person.	
		<b>EEB</b>	<p><b>Gate Control:</b></p> <p>a. Check all individuals entering in vehicles or on foot for a photo badge.</p> <p>b. Ensure that everyone has a badge on and is wearing it properly. (Photo and/or designator is visible) Persons without badges will not be permitted past the gate unless they are dropping off an employee with a badge. <u>All Law Enforcement Officers must reflect their badge number by their name.</u></p> <p>c. All visitors, with or without a badge, will sign in on ROWR 12811, Visitor Register.</p> <ul style="list-style-type: none"> <li>Verify identify as follows.</li> </ul> <p><b>Visitor List</b></p> <p>(a) Approved Visitor Authorization Request (FSC 0197)</p> <p>(b) Approved vendor's access letter. (verify each time)</p> <p>(c) Verbal or written authorization of IRS Physical Security Staff; Assist PSA, COTR, or Director's Representative and /or the Project Manager of Security.</p> <p>e. Check identification (badge, driver's license, etc.) If verification of employment is required, the security post will notify the duty of verification. Upon authorization of the PSA staff, Directors Representative and/or Project Manager or the Security</p> <p>Supervisor, direct recurring trucks to warehouse dock. <b>NOTE: DRIVER'S LICENSE IS NOT PROOF OF EMPLOYMENT, MUST HAVE COMPANY ID OR TELEPHONE VERIFICATION BY SUPERVISOR.</b></p> <p>f. Direct all taxpayers seeking assistance to the North Fresno IRS District Office, 5104 N. Blythe, Fresno. (Provide a map with directions.) In the event of an IRATE taxpayer, contact the Director's Representative to come to the gate for assistance.</p>	

<b>GUARD POST ASSIGNMENT RECORD</b>		<b>Field Office:</b> Fresno, CA	<b>Post No:</b> 65-25
<b>Facility or Building:</b> IRS EI Dorado Facility			<b>Building:</b> EI Dorado (Files)
<b>Building Address/City:</b> 1950 G. Street, Fresno, CA		<b>Authorized Signature:</b>	<b>Date:</b>
<b>Time</b>		<b>Post Duties</b>	
<b>From</b>	<b>To</b>	<b>Files Facility – Armed Officer 24 Hours A Day (7 Days)</b>	
			g. Files Clerk will be issuing all appropriate non-photo badges as necessary.
		FFF	Do not allow delivery trucks or vans past the gate until verification or the purpose of the visit is received and an inspection is made for unauthorized cargo or persons. Have the driver pull the vehicle forward and to the right for clearance and inspection to prevent traffic from backing up or being delayed. Verify company ID.  a. Utilize Enspecta Hand-held Unit to conduct a detailed inspection of the undercarriage of vendor vehicles for explosives, secret compartments, and contraband.
		GG	Log all truck deliveries and visitors on ROWR 12811, Visitor Register. Ensure that all entries on ROWR 12811 are accurate and complete and submit monthly through the supervisor for submission to the Badge Clerks.
		HH	Security officer will contact and inform employee of a floral delivery. Upon acceptance by employee, direct florist to appropriate entrance. If an employee cannot be contacted, the delivery person will be asked to return flowers to the florist.
		IIII	Ensure that non-photo badges and badges of non-IRS employees are not taken from the facility. Security officers are an exception due to performing their duties outside of buildings.
		JJJJ	Beginning at 0030, Security Officer will patrol interior of facility to ensure it is vacant and that interior lights are turned off in vacant areas. Lock all teaming rooms, conference rooms and other offices. Secure equipment in a locked container, secure desk.
		KKK	Security Officer will perform an outside perimeter check, including the parking structure, and an interior building check at least twice each during the shift.
		LLLL	To the extent possible, check all property brought in or taken from the building. Property Passes are required for all government property; i.e., office machines, paintings, tape recorders, laptop computers, calculators, cameras, etc., taken in or out of the building by IRS employees or vendors. Check list of IRS personnel authorized to remove property. Obtain permission of a responsible IRS person  for vendors, repair persons, etc., to remove property. Ensure magnetic media (refer to photographs in desk book) is only removed by authorized personnel. Personally owned television sets will be allowed on the property; however, item must have a property pass and television sets will be limited to mini-television sets.  Personal property of IRS employees (i.e., cellular telephones, radios, radio cassette players, headphones) does not require property passes. Cameras,

<b>GUARD POST ASSIGNMENT RECORD</b>		<b>Field Office:</b> Fresno, CA	<b>Post No:</b> 65-25
<b>Facility or Building:</b> IRS EI Dorado Facility			<b>Building:</b> EI Dorado (Files)
<b>Building Address/City:</b> 1950 G. Street, Fresno, CA		<b>Authorized Signature:</b>	<b>Date:</b>
<b>Time</b>		<b>Post Duties</b>	
<b>From</b>	<b>To</b>	<b>Files Facility – Armed Officer 24 Hours A Day (7 Days)</b>	
			regardless of ownership, must have a property pass, including camera phones. The Director's Representative is responsible for preparing property passes for all cameras. Original copy of pass will be provided to Post 25 and upon expiration of pass, pass is to be thrown away.
		MMM	Entry and exit controls take priority over telephone conversations unless telephone conversation is an "emergency" and needs immediate attention.
		NNN	Check identification of all salespersons, repair persons, and other visitors, and determine the purpose of their being at the facility. Call the person that has been identified as their contact to escort them. Files clerk located in the reception area will be responsible for issuing badges.
		OOO	To the extent possible, inspect all briefcases and packages for visitors taken in and out.  a. Inspect packages, parcels, backpacks, boxes, and equipment of all visitors to ensure only authorized items are brought into or taken out of the facility and to discourage theft of property.  b. Lunch bags, purses, and thermoses will not normally be inspected unless the security posture dictates otherwise, or the security officer has reason to suspect unauthorized removal.
		PPP	When checking briefcases, backpacks, and other items that are normally checked; check for valid income tax returns. The Form number may vary; however, all processed returns have a 14-digit document locator number in the upper right-hand corner of the first page. The document locator number will be colored on an original document.
		QQQ	Become familiar with the building and post emergency procedures and action to be taken by the post guard in the event of bomb threats, fires, intrusions, evacuations, and other types of emergencies.
		RRR	Be courteous at all times and assist anyone who might have questions. Do not volunteer information to anyone. Report all suspicious vehicles or questions to shift supervisor.
		SSS	Monitor CCTV cameras during interior patrols and check for anything unusual.
TTT	Report anything unusual to Console. Immediately inform Console by radio or telephone of serious attempts by unauthorized personnel to gain access onto the premises, or to cause disruption or mischief. Console will request assistance of the Fresno Police Department.		



UUU	Eating, drinking, sleeping, smoking, reading of personal material, and making personal telephone calls will not be allowed while on duty at post. Exception: Security officer must remain at post while having lunch, and/or dinner.
VVV	Security officer can provide his/her own relief for breaks but they must remain on the grounds.
WWV	Only an AM or AM/FM radio is allowed while on this post. However, the radio must be kept out of sight of the general public, and the volume must be kept low.
XXX	Security officer will not engage in casual conversations with IRS employees/contractors/vendors and other security officers. Conversations will be limited to business communications.
YYY	Expedite other security-related duties as assigned.
ZZZ	Badged employees needing vehicle service (i.e., flat tires, jump-stats, tow trucks, mechanics, etc.) may provide clearance but must meet the service representative at the gate. Ensure ROWR 12811, Visitor Register is completed. Badged employee will escort service representative to their appropriate vehicle. Anyone requesting to exchange vehicles, place items in or take items out of a vehicle will not be allowed to do so without verification by the badged IRS employee who must meet the individual at the gate.
AAA	Prepare Form 10480, Security Incident Report if anyone uses the emergency exits for other than an emergency evacuation.
BBB	Issue the "Service Request Check sheet" to all vendors. Ensure check sheets are retrieved when vendors exit the facility and submit to the lease inspector daily.
CCC	When a contractor arrives at the facility to work on either the building, grounds, and/or equipment; please contact Anita Casey at 454-7145 or 351-1887 (cell). If work is to be solely performed "outside" contact may be made to the Property Manager, Ken Gregory at 877-7133. Access into the facility needs to be coordinated with Director's Representative for access.
DDD	For any offsite problems, contact Anita Casey (number above) immediately and call the ERC number 1-866-743-5748. Please have the officer reporting the problem reflect the specific time of the trouble call on the incident report.
EEE	Contact the Denver Mega Center to place the Electrical Room on disregard in the event notification is made this door will need to be opened. This door is monitored 24 hours a day and must be placed in disregard temporarily.
FFF	Non-management persons needing to enter building during hours on days not scheduled for opening must contact security for clearance. Security officers will then obtain clearance from a member of the Physical Security Staff.

<b>GGG</b>	<b>Prepare incident reports as necessary for all traffic accidents witnessed within the fence line. If the accident was not witnessed by a security officer, the employee will be responsible for completing the incident report. Notify Console immediately. FPO must be notified if there are personal injuries or damage to Government property.</b>
<b>HHH</b>	<b>Report all graffiti, vandalism, or any other crimes against the building or Government property and/or Federal employees to the Federal Police (FPS) and the Fresno Police Department.</b>
<b>IIIIIIII</b>	<b>Respond to all emergencies occurring in the building or on the property, i.e., fire, employee or unauthorized intruder, altercations, (fights, vehement arguments, etc.). Security officer should immediately radio for assistance and contact the supervisor or Director's Representative for instructions in all cases.</b>
<b>JJJJ</b>	<b>In the event of a bomb threat (real or test), search outside of the building and through the parking structure. Put special emphasis on shrubbery.</b>

<b>GUARD POST ASSIGNMENT RECORD</b>		<b>Field Office:</b> Fresno, CA		<b>Post No.:</b> 65-28
<b>Facility or Building:</b> IRS Accounts Management				<b>Building:</b> Accounts - Management
<b>Building Address/City:</b> 855 M. Street, Fresno, CA		<b>Authorized Signature:</b>		<b>Date:</b>
<b>Time</b>		<b>Post Duties</b>		
<b>From</b>	<b>To</b>	<b>AM Rover- Armed Officer 0130 – 0130 Hours (M-F)</b>		
		<b>KK</b>	Upon arrival, security officer will report to the Security Storage area to retrieve weapon/equipment. After initial loading and holstering of weapon when reporting for duty, the weapon will be withdrawn from the holster only as a last resort when, in the considered opinion of the security officer, there is a danger of loss of life or serious bodily injury to himself/herself or another person. Contact Security Console operator to report entry to duty (relay 1041/on duty).	
		<b>LL</b>	Security officer must sign in/out on FSC Form 12543 (Payroll log), FSC Form 1051 (Equipment Log)m and Form 00-749 (Guard Operations Log).	
		<b>MM</b>	Observe building perimeter, and parking garage level 4 and above with binoculars for unusual or suspicious activity. Report anything unusual to shift supervisor.	
		<b>NN</b>	Entry and exit controls take priority over telephone conversations <u>unless</u> telephone conversation is an emergency.	
		<b>OO</b>	Eating, sleeping, smoking, reading of personal material, and making personal telephone calls are not allowed while on duty at post. Exception: Security officer will remain on duty while having lunch, and/or dinner.	
		<b>PP</b>	Become familiar with building and post emergency procedures and action to be taken by the post guard in the event of bomb threats, fires, intrusions, evacuations, and other types of emergencies.	
		<b>QQ</b>	Maintain officer's desk book in good condition. Ensure post is kept clean and neat at all times.	
		<b>RR</b>	Report anything unusual to Console. <u>Immediately</u> inform Console by radio or telephone of serious attempts by unauthorized personnel to gain access onto the premises, or to cause disruption or mischief at the site. Console will request assistance of the Fresno Police Department.	
		<b>SS</b>	Expedite other security-related duties as assigned.	

TT	<p><b>Interior Controls:</b></p> <p><b>UUUUUUUUUU.</b> Conduct interior building reviews by walking through each floor at least 3 times per shift.</p> <p><b>VVVVVVVVVV.</b> Ensure that everyone has a badge on and is wearing it properly. Persons without badges will be escorted back to their desk or to their immediate manager to obtain a badge.</p> <p><b>WWWWWWWWW.</b> Officer should monitor CCTV cameras during walk thru to identify anything unusual. Use Pan-tilt function of cameras, if available, regularly to view all available areas. Alert Security supervisor and Directors Representative of vulnerabilities or suspicious activity which needs investigation.</p>
XX	Conduct Exterior Patrols of the parking structure (IRS floors only) once per shift (days and swing shift only). Continually change the time of day in which you patrol to avoid predictability.
YY	During the exterior patrol, officer will issue necessary vehicle citations and warnings to employees parked on the IRS levels.
ZZZ	Security officer will not engage in casual conversation with IRS employees/contractors/vendors and other security officers. Conversations will be limited to business communication.
AAA	Pager – In the event Post 28 is needed they will be paged. Please respond accordingly.
BBB	Respond to any emergency situation occurring in the building or parking structure, and when necessary respond to the multi-tenant atrium to assist IRS employees, i.e., fire, employee or unauthorized intruder, altercations, (fights, vehement arguments, etc.). Security officer should immediately radio for assistance and contact the supervisor for instructions in all cases.
CCC	Respond to all intrusion alarms as reported by Security Console operator or monitoring company.
DDD	In the event of a bomb threat (real or test), search outside of the building and through the parking structure. Place special emphasis on shrubbery.
EEE	Badged employees needing vehicle service (i.e., flat tires, jump starts, tow trucks, mechanics, etc.) may provide clearance but <u>must</u> meet the service representative at the gate. Ensure ROWR 12811, Visitor Register is completed. Badged employee will escort service representative to their appropriate vehicle. Anyone requesting to exchange vehicles, place items in or take items out of a vehicle will <u>not</u> be allowed to do so without verification by the driver who <u>must</u> meet the individual at the gate.

FFF	Vehicle Emergency Kit is available to IRS employees at the Compliance Facility. In the event an AM employee will be needing this kit, contact Post 30 458-7997 to ensure it is available prior to sending employee over. Employee must prepare Waiver Form 0292.
GGG	Prepare incident reports as necessary for <u>all</u> traffic accidents witnessed <u>within the garage</u> . If a security officer did not witness the accident, the employee will be responsible for completing the incident report. Notify Console immediately. FPO must be notified if there are personal injuries or damage to Government property. (Weekends and/or Holidays)
HHH	Report all graffiti, vandalism, or any other crimes against the building or Government property and/or Federal employees to the Federal Police (FPS) and the Fresno Police Department.
IIIIII	Ensure that non-photo badges and badges of non-IRS employees are not taken from the facility. Security officers are an exception due to performing their duties outside of buildings.
JJJ	<p>To the extent possible, check all property brought in or taken from the building. Property passes are required for all government property; i.e., office machines, paintings, tape recorders, laptop computers, calculators, cameras, etc., taken in or out of the building by IRS employees or vendors. Check list of IRS personnel authorized to remove property. Obtain permission of a responsible IRS person for vendors, repair persons, etc., to remove property. Ensure magnetic media (refer to photographs in desk book) is only removed by authorized personnel.</p> <p>Personal property of IRS employees (i.e., cellular telephones, radios, radio cassette players, headphones) does not require property passes. Cameras, regardless of ownership, must have a property pass. The Director's Representative is responsible for preparing property passes for all cameras. Original copy of pass will be provided to onsite badge representative and upon expiration of pass, pass is to be thrown away.</p>
KKK	Ensure that anyone observed removing property in a privately owned vehicle has proper authorization (i.e. property pass or authorization).
LLL	Be courteous at all times and assist anyone who might have questions. <u>Do not volunteer information to anyone!</u> Report all suspicious vehicles or questions to shift supervisor.
MMM	Prepare Form 10480, Security Incident Report, if anyone uses the emergency exits for other than an emergency evacuation.

<b>NNN</b>	<b>Security officer can provide his/her own relief for breaks, but he/she must remain on the grounds.</b>
<b>OOO</b>	<b>Persons needing to enter the building during hours not scheduled for openings must contact security for clearance. Officers will obtain clearance from the Physical Security Staff or Director's Rep.</b>
<b>PPP</b>	<b>Before leaving the facility on Saturday mornings, conduct a final walk-thru of the IRS space. Ensure that interior lights in vacated areas of facility are turned off and that premises are secured.</b>
<b>QQQ</b>	<b>Notify the Building COR, primary contact Anita Casey, cell: 351-1887 or work: 454-7145 of any problems associated with the facility. When a trouble call is reported to ERC (1-866-743-5748) the reporting officer must reflect the specific time of the trouble call on the relevant incident report.</b>

<b>GUARD POST ASSIGNMENT RECORD</b>		<b>Field Office:</b> Fresno, CA		<b>Post No:</b> 65-30
<b>Facility or Building:</b> IRS Compliance Facility (Interior Rover)				<b>Building:</b> Compliance Facility
<b>Building Address/City:</b> 1325 Broadway Plaza, Fresno, CA		<b>Authorized Signature:</b>		<b>Date:</b>
<b>Time</b>		<b>Post Duties</b>		
<b>From</b>	<b>To</b>	<b>Interior Rover – Armed Officer 24 Hours A Day (7 Days)</b>		
		<b>RR</b>	Upon arrival, security officer will report to the Security Storage area to retrieve weapon/equipment. After initial loading and holstering of weapon when reporting for duty, the weapon will be withdrawn from the holster only as a last resort when, in the considered opinion of the security officer, there is a danger of loss of life or serious bodily injury to himself/herself or another person. Contact Security Console operator to report entry to duty (relay 1041/on duty).	
		<b>SS</b>	Security officer must sign in/out on FSC 12543 (Payroll log) and FSC Form 1051 (Equipment Log), and Form 00-749 (Guard Operations Log).	
		<b>TT</b>	Report to reception post. Report anything unusual to the shift supervisor and PSA1.	
		<b>UU</b>	Security Officer will pay close attention to all areas covered by the CCTV cameras to monitor perimeter of building and parking structure. Officer will use pan/tilt function of cameras regularly to view all available areas, Alert Security supervisor and onsite Security Analyst, PSA1, and/or the Director of any suspicious situation for investigation. Event recorder can be activated at this time.	
		<b>VV</b>	Security Officer will closely monitor the Graffica System status screen and follow detailed instructions for appropriate actions.	
		<b>WV</b>	Officer will have major control over the operation of the gate/grill switches. Read and understand special instructions for their operation. On occasion Post 31 may need to operate the switches, and Post 30 must be aware of those changes.	
		<b>XX</b>	Make necessary outside calls to police, fire department, FPS, etc. in case of emergencies, vandalism, graffiti. Notify PSA1, the facility COR, Shelleyann Romero, COTR, and the Project Manager and/or shift supervisor. If no contact is made with COTR, notify PSA2, etc.	

YY	<p><b>Access Control:</b></p> <ol style="list-style-type: none"> <li>1. Check all individuals entering building for a photo badge. Buzz in any IRS Personnel possessing a photo badge if their prox card is not activated into the facility. Access to the parking garage is restricted to assigned employees only. Do not allow access into the garage unless clearance has been received by PSA1, or the buildings upper management.</li> <li>2. Ensure that everyone has a badge on and is wearing it properly. (Photo and/or designator is visible.) Persons without badges will <u>not</u> be permitted past this post. All visitors, (not local Fresno employees) with or without a badge will sign in on ROWR 12811 Visitor Register. <u>All Law Enforcement Officers must reflect their badge number by their name.</u></li> <li>3. Verify identity as follows: <ul style="list-style-type: none"> <li>C. Visitor list.</li> <li>D. Approved Visitor Authorization Request (FSC Form 0197).</li> <li>E. Approved vendor's access letter. (Check each time.)</li> <li>F. Verbal or written authorization of IRS Physical Security Staff; Assistant Physical Security Analysts (APSA1 or APSA2), Physical Security Analysts (PSA, PSA1 or PSA2), Contracting Officer's Technical Representative (COTR), Director's Representative, and/or the Project Manager of Security.</li> <li>G. Check identification (badge, driver's license, etc.)</li> </ul> </li> </ol> <p><b>Note:</b> Director has approved all local IRS employees access to the facility to use the amenities available, Credit Union, cash machine and cafeteria. If visit is by local IRS employees wishing to use these services they need not sign in.</p> <p>If verification of employment is required, the security post will notify the supervisor who will perform the verification. Upon verification of approved vendor access letters or verbal/written authorization of APSA1, APSA2, PSA, PSA1, PSA2, COTR, Director's Representative, and/or Project Manager of Security, direct recurring trucks to warehouse dock. <b>NOTE: DRIVER'S LICENSE IS NOT PROOF OF EMPLOYMENT, MUST HAVE COMPANY ID OR TELEPHONE VERIFICATION BY SUPERVISOR.</b></p> <ol style="list-style-type: none"> <li>H. Direct all taxpayers seeking assistance to the North Fresno IRS District Office, 5104 N. Blythe, Fresno, CA. (Provide a map with directions.) In the event of an <u>IRATE</u> taxpayer, contact PSA1 or the Director's Representative to come to the gate for assistance.</li> <li>I. Issue appropriate non-photo badge(s) as necessary; i.e., white, red, escort, visitor, temporary. Issue a temporary badge and disclosure statement to employees who have lost or forgotten their badges upon completion of Form 4589, Lost or Forgotten</li> </ol> <p><b>Badge Request.</b> <u>A Team Leader, Group Leader, or Operations Manager must sign them in and must print the employee name.</u></p>
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	(Representative from the Physical Security Staff may sign employee in when management is not available.)
<b>ZZ</b>	Ensure that all entries on Form 4589, Lost or Forgotten Badge Request, are accurate and complete; and upon return of the temporary badge to the post, ensure that forms are forwarded to the supervisor for submission to the Badge Clerks daily.
<b>AA</b>	Ensure that non-photo badges and badges of non-IRS employees are not taken from the building. Security officers are an exception due to performing their duties outside the building.
<b>BB</b>	<p>Perform daily inventory of all badges assigned to post. Immediately report any missing badges to the Major of Security and prepare an incident report. Ensure that all badges collected that are not assigned to this post are <u>immediately</u> returned to the appropriate post. Inventory sheets will be submitted to the supervisor for submission to the Badge Clerks. Secure all badges and equipment in a locked container when post is unattended.</p> <p>If any embossed or photo badges are returned with proximity cards attached, leave the proximity card attached. When performing the daily inventory of badges, indicate with a "P" in the appropriate block for that badge that a proximity card is attached. <u>Embossed badges are to be pulled upon the expiration date and provided to the Badge Clerks.</u></p>
<b>CC</b>	Check identification of all salespersons, repairpersons, and other visitors, and determine the purpose of their being at the facility. Call the person that has been identified as their contact to escort them. Obtain clearance from APSA1, APSA2, PSA, PSA1, PSA2, COTR, Director's Rep., or the Project Manager to issue non-escort badges if they are not on the visitor list or access list of authorized vendors.
<b>DD</b>	<p>Check all property brought in or taken out of building. Property passes are required for all <u>government</u> property; i.e., office machines, paintings, tape recorders, laptop computers, calculators, cameras, etc., taken in or out of the building by IRS employees or vendors. Check list of IRS personnel authorized to remove property.</p> <p>Obtain permission of a responsible IRS person for vendors, repair persons, etc., to remove property. Ensure only authorized personnel remove magnetic media (refer to photographs in desk book). Personally owned television sets will be allowed on the property; however, item must have a property pass and television sets will be limited to mini-television sets.</p> <p>Personal property of IRS employees (i.e., cellular telephones, radios, radio cassette players, headphones) does not require property passes. Cameras, regardless of ownership, must have a property pass. PSA1, Kim Landin is responsible for preparing property passes for all cameras. In the event PSA1 is not available contact with COR, Shelleyann Romero may be contacted for the pass. Original copy of pass will be provided to Post 30 and upon expiration of pass, pass is to be thrown away.</p>

EE	When applicable, ensure that all entries are accurate and complete on Optional Form 7, Property Pass.
FFF	<p>To the extent possible, inspect all briefcases and packages taken in and out by visitors.</p> <p>a. Inspect packages, parcels, backpacks, boxes, and equipment of all visitors to ensure only authorized items are brought into or taken out of the facility and to discourage theft of property.</p> <p>b. Lunch bags, purses, and thermoses will not <u>normally</u> be inspected unless the posture dictates otherwise, <u>or</u> the security officer has reason to suspect unauthorized removal of property.</p>
GGG	When checking briefcases, backpacks and other items that are normally checked; check for valid income tax returns. The form number may vary; however, all processed returns have a 14-digit document locator number in the upper right-hand corner of the first page. The document locator number will be colored on an original document.
HHH	Become familiar with building and post emergency procedures and action to be taken by the post guard in the event of bomb threats, fires, intrusions, evacuations, and other types of emergency.
IIIII	Maintain officer's desk book in good condition. Ensure post is kept clean and neat at all times.
JJJ	<p>Report anything unusual to Console and PSA1. <u>Immediately</u> inform Console by radio or telephone of serious attempts by unauthorized</p> <p>personnel to gain access onto the premises, or to cause disruption or mischief at the site. Console will request assistance of the Fresno Police Department.</p>
KKK	<p><u>Never</u> leave post until properly relieved, including a correct pass down to the person relieving the post.</p> <p><b>Note:</b> In any emergency situation occurring in the vicinity of the post; i.e., fire, employee or unauthorized intruder, altercations (fights, vehement arguments etc.), the security officer may leave his/her post for expediency in resolving the situation. Security officer should immediately radio for backup assistance and contact supervisor for instructions in all cases. Before leaving post, lock the desk drawers and switch to monitor 43 to freeze the console switches.</p>

LLL	Eating, drinking, sleeping, smoking, reading of personal material, and making personal telephone calls are not allowed while on duty at post. Do not use the pay telephone or canteen facilities while on duty at the post (except during 15 minute breaks). When relief is not available such as on weekends, officer must remain at post while having their lunch and/or dinner. Note: All emergency calls will be directed to the phone on the officers station and it must be left open.
MMI	Post 31 will provide relief for breaks. Post 30 must remain on the grounds.
NNN	Entry and exit controls take priority over telephone conversations <u>unless</u> the telephone conversation is an emergency.
OOO	Ensure that all entries on ROWR 12811, Visitor Register, are accurate and complete and submit <u>monthly</u> through the supervisor for submission to the Badge Clerks.
PPP	Emergency exit doors are on the Graffica Screen and will alarm when used. Respond according to separate instruction memorandum. Prepare Form 10480, Security Incident Report if anyone uses the emergency exits for other than an emergency evacuation.
QQQ	Security officer will not engage in casual conversation with IRS employees/contractors/vendors and other security officers. Conversations will be limited to business communication.
RRR	Issue the "Service Request Check Sheet" to all vendors. Ensure check sheets are retrieved upon vendors exiting the facility and submit to the lease inspector daily.
SSS	When a contractor arrives at the facility to work on either the building, grounds, and/or equipment; contact the Building COR or Director's Representative.
TTT	Security officer will keep a clear view of entrance at all times. Persons signing in or waiting for property passes will be asked to step to the side.
UUU	Expedite other security-related duties as assigned.
VVV	Notify the Building COR of any problems associated with the facility. When a trouble call is reported to ERC (1-866-743-5748) the reporting officer must reflect the specific time of the trouble call on the relevant incident report.
WW	Ensure that interior lights in vacated areas of facility are turned off and that the premises are secured when unoccupied. Persons needing to enter the building during hours or days not scheduled for openings must contact security for clearance. Security officers will then obtain clearance from a member of the Physical Security Staff.

XXX	Prepare incident reports as necessary for <u>all</u> traffic accidents witnessed <u>within the fence line</u> . If a security officer does not witness the accident, the involved employee(s) will be responsible for completing the incident report. Notify Console immediately. FPO must be notified if there are personal injuries or damage to Government property. (Weekends and/or holidays.)
YYY	Officer should receive and log all lost and found articles. Complete Form 252 "Lost & Found Property". If approached by employees for lost merchandise, get their name, a description of the article, and the date lost. If necessary, request assistance from Post 31 to retrieve the lost item and return it to the employee.
ZZZ	Badged employees needing vehicle service (i.e., flat tires, jump starts, tow trucks, mechanics, etc.) may provide clearance but <u>must</u> meet the service representative at the gate. Ensure ROWR 12811, Visitor Register is completed. Badged employee will escort service representative to their appropriate vehicle. Anyone requesting to exchange vehicles, place items in or take items out of a vehicle will <u>not</u> be allowed to do so without verification by the driver who <u>must</u> meet the individual at the gate.
AAA	Employees will be able to sign out for the Vehicle Emergency Kit. Ensure employees sign Form 0272, Waiver and log out the tools the employees will be using. Employees must return tools to guard when finished. This kit is also available to AM Tower employees.
BBB	Wheelchair established on the first floor (near PDC room in hallway) will be used for responding to medical emergencies when the Health Unit is closed. Wheelchair is only for medical emergencies. During regular work hours when nurse(s) is on duty the nurse(s) will respond with a wheelchair from the Health Unit.
37.	During Holiday or weekend hours Post 30 <u>will not</u> be allowed to exit the facility. If suspicious activity is observed, call Security Supervisor for backup or call local police. Officer should use the CCTV, Paradox Graffica System to conduct reviews of the exterior; rounds must be made visually.

		<b>38.</b>	<b>In the event an AED is removed from the AED station, please provide emergency personnel with the established AED emergency key envelope in order to silence the local audible alarm.</b>
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<b>GUARD POST ASSIGNMENT RECORD</b>		<b>Field Office:</b> Fresno, CA	<b>Post No.:</b> 65-31
<b>Facility or Building:</b> IRS Compliance Facility			<b>Building:</b> Compliance Facility
<b>Building Address/City:</b> 1325 Broadway Plaza, Fresno, CA		<b>Authorized Signature:</b>	<b>Date:</b>
<b>Time</b>		<b>Post Duties</b>	
<b>From</b>	<b>To</b>	<b>Exterior Rover - Armed Officer</b> <b>0500 - 1300 Hours (M-F)</b> <b>1400 – 2200 Hours (M-F)</b>	
		<b>CC</b>	Upon arrival, security officer will report to the Security Storage area to retrieve weapon/equipment. After initial loading and holstering of weapon when reporting for duty, the weapon will be withdrawn from the holster only as a last resort when, in the considered opinion of the security officer, there is a danger of loss of life or serious bodily injury to himself/herself or another person. Contact Security Console operator to report entry to duty (relay 1041/on duty).
		<b>DD</b>	Security officer must sign in/out on FSC 12543 (Payroll log), FSC Form 1051 (Equipment Log), and form 00-749 (Guard Operations Log.)
		<b>EE</b>	Observe building perimeter, rooftop, and parking lot with binoculars for unusual or suspicious activity. Report anything unusual to Post 30 to relay information to your shift supervisor.
		<b>FF</b>	Entry and exit controls take priority over telephone conversations <u>unless</u> telephone conversation is an emergency.
		<b>GG</b>	Eating, sleeping, drinking, smoking, reading of personal material, and making personal telephone calls are not allowed while on duty at post. Exception: Security officer will remain on duty while having lunch, and/or dinner. Post 31 provides his/her own relief and also provides relief for Post 30.
		<b>HH</b>	Become familiar with building and post emergency procedures and action to be taken by the post guard in the event of bomb threats, fires, intrusions, evacuations, and other types of emergencies.
		<b>IIII</b>	Maintain officer's desk book in good condition. Ensure post is kept clean and neat at all times.
		<b>JJ</b>	Report anything unusual to Post 30. <u>Immediately</u> inform Post 30 by radio or telephone of serious attempts by unauthorized personnel to gain access onto the premises, or to cause disruption or mischief at the site. Post 30 will request assistance of the Fresno Police Department. Shift supervisor must be notified immediately.

KK	<p><b>Parking Structure Control:</b></p> <p><b>LLLLLLLLLLLLLL.</b> Perform a check of all individuals entering in vehicles or on foot for a badge. (Photo and/or designator are visible.) Employees who have lost or forgotten their badge should be referred to Post 30 for a temporary badge after obtaining a clearance. Persons</p> <p>without badges will <u>not</u> be permitted past this point. All visitors, with or without badge, will sign on ROWR 12811, Visitor Register.</p> <p><b>MMMMMMMMMMMMMM.</b> Verify identity as follows:</p> <p><b><u>600</u></b> Visitor list</p> <p><b><u>601</u></b> Approved Visitor Authorization Request (FSC Form 0197).</p> <p><b><u>602</u></b> Approved vendors' access letter (verify letter upon each visitation).</p> <p><b><u>603</u></b> Verbal or written authorization of IRS Physical Security Staff; APSA1, APSA2, PSA, PSA1, or PSA2, COTR, Director's Representative, and/or Project Manager of Security.</p> <p><b><u>604</u></b> Check identification (badge, driver's license, etc.)</p> <p>If verification of employment is required, the security post will notify the supervisor who will perform the duty of verification. Upon verification of approved vendor access letters or verbal/written authorization of APSA1, APSA2, PSA, PSA1, PSA2, COTR, Director's Representative, and/or Project Manager of Security, direct trucks to dock. NOTE: DRIVER'S LICENSE IS NOT PROOF OF EMPLOYMENT, MUST HAVE COMPANY ID OR TELEPHONE VERIFICATION BY SUPERVISOR.</p> <p>(2) Direct all taxpayers seeking assistance to the North Fresno IRS District Office, 5104 N. Blythe, Fresno, CA. (Provide a map with directions to the IRS District Office.) In the event of an <u>IRATE</u> taxpayer, contact the either PSA1 or the Director's Representative to come to the gate for assistance.</p>
NN	<p>Officer should understand the peak ingress and egress schedules for employees. During peak periods stand by the appropriate gate to ensure traffic violations do not occur, gates/grills operate correctly, and non-IRS individuals do not gain unauthorized access.</p>
OO	<p>Rove exterior of building and parking structure. Routinely alter route. Ensure all areas are roved on an hourly basis when not staffing post at gate entrance during peak periods of ingress/egress.</p>

PPP	<p>Do not allow delivery trucks or vans past the dock gate until verification of the purpose of the visit is received and an inspection is made for unauthorized cargo or persons. Have the driver pull the vehicle over to a safe area for clearance and inspection to prevent traffic from backing up or being delayed. Verify company ID.</p> <p>QQQQQQQQQQQQQQ. Utilize Enspecta Hand-held Unit to conduct a detailed inspection of the undercarriage of vendor vehicles for explosives, secret compartments, and contraband.</p>
RRR	<p>Security officer will not engage in casual conversation with IRS employees/contractors/vendors and other security officers. Conversations will be limited to business communication.</p>
SSS	<p>Log all truck deliveries and visitors on ROWR 12811, Visitor Register. Ensure that all entries on ROWR 12811, Visitor Register, are accurate and complete and submit <u>monthly</u> through supervisor for submission to Badge Clerks.</p>
TTT	<p><u>Note</u>: The rover should respond to any emergency situation occurring outside the building within the fenceline i.e., fire, employee or unauthorized intruder, altercations, (fights, vehement arguments, etc.), the security officer may leave his/her post for expediency in resolving the situation. Security officer should immediately radio Post 30 for backup assistance and contact the supervisor for instructions in all cases.</p>
UUU	<p>Respond to all intrusion alarms as reported by Security Console operator or monitoring company.</p>
VVV	<p>Respond to all medical emergencies; call Post 30 if 911 is to be called.</p>
WW	<p>In the event of a bomb threat (real or test), search outside of building and through the parking structure. Put special emphasis on shrubbery.</p>
XXX	<p>Badged employees needing vehicle service (i.e., flat tires, jump starts, tow trucks, mechanics, etc.) may provide clearance but <u>must</u> meet the service representative at the gate. Ensure ROWR 12811, Visitor Register is completed. Badged employee will escort service representative to their appropriate vehicle. Anyone requesting to exchange vehicles, place items in or take items out of a vehicle will <u>not</u> be allowed to do so without verification by the driver who <u>must</u> meet the individual at the gate.</p>



YYY	Prepare incident reports as necessary for <u>all</u> traffic accidents witnessed <u>within the fence line</u> . If a security officer did not witness the accident, the employee will be responsible for completing the incident report. Notify Console immediately. FPO must be notified if there are personal injuries or damage to Government property. (Weekends and/or Holidays)
ZZZ	Report all graffiti, vandalism, or any other crimes against the building or Government property and/or Federal employees to the Federal Police (FPS) and the Fresno Police Department.
AAA	Ensure that non-photo badges and badges of non-IRS employees are not taken from the facility. Security officers are an exception due to performing their duties outside of buildings.
BBB	Ensure that anyone observed removing property in a privately owned vehicle has proper authorization (i.e. property pass or authorization).
CCC	Be courteous at all times and assist anyone who might have questions. <u>Do not volunteer information to anyone!</u> Report all suspicious vehicles or questions to shift supervisor.
DDD	Prepare Form 10480, Security Incident Report, if anyone uses the emergency exits for other than an emergency evacuation.
EEE	Ensure that all lights in vacated areas of facility are turned off and that the premises are secured when unoccupied.
FFF	Notify the Building COR of any problems associated with the facility. When a trouble call is reported to ERC (1-866-743-5748) the reporting officer must reflect the specific time of the trouble call on the relevant incident report.
GGG	Expedite other security related duties as assigned.

<b>GUARD POST ASSIGNMENT RECORD</b>		<b>Field Office:</b> Visalia, CA	<b>Post No.:</b> 65-32
<b>Facility or Building:</b> Visalia POD			<b>Building:</b> Visalia
<b>Building Address/City:</b> 625 N. Akers Street, Visalia, CA 93291		<b>Authorized Signature:</b>	<b>Date:</b>
<b>Time</b>		<b>Post Duties</b>	
<b>From</b>	<b>To</b>	<b>0800 to 1700 M – F</b>	
		<b>HHI</b>	Upon arrival, security officer will report to the Security Storage area to retrieve weapon/equipment. After initial loading and holstering of weapon when reporting for duty, the weapon will be withdrawn from the holster only as a last resort when, in the considered opinion of the security officer, there is a danger of loss of life or serious bodily injury to himself/herself or another person. Contact Security Console operator to report entry to duty (relay 1041/on duty).
		<b>IIIII</b>	Security Officer must sign in/out on FSC Form 12543 (Payroll Log), FSC Form 1051 (Equipment Log), and Form 00-749 (Guard Operations Log). If keys are used on post, they shall sign for them on GSA Form 138, Record of Keys Issued.
		<b>JJJ</b>	Entry and exit controls take priority over telephone conversations <u>unless</u> telephone conversation is an emergency.
		<b>KKI</b>	Eating, sleeping, smoking, reading of personal material, and making personal telephone calls are not allowed while on duty at post. Exception: Security officer will remain on duty while having lunch, and/or dinner.
		<b>LLL</b>	Security officer can provide his/her own relief for breaks, but he/she must remain on the grounds.
		<b>MM</b>	Security officer will not engage in casual conversation with IRS employees/contractors/vendors and other security officers. Conversations will be limited to business communication.
		<b>NNI</b>	Be courteous at all times and assist anyone who might have questions. <u>Do not volunteer information to anyone!</u> The SO must maintain self-control in stressful situation and respond even though subjected to verbal abuse in a polite and businesslike manner in order to control the situation.
		<b>OO</b>	Security Officer's shall not attempt to assist or instruct persons in filling out official government applications or forms.

PPF	Become familiar with building and post emergency procedures and action to be taken by the post guard in the event of bomb threats, fires, intrusions, evacuations, and other types of emergencies.
QQ	In the event of a bomb threat (real or test), search outside of building. Put special emphasis on shrubbery.
RR	Maintain officer's desk book in good condition. Ensure post is kept clean and neat at all times.
SS	Report anything unusual to Console, PSA3, and local management. <u>Immediately</u> inform Console by radio or telephone of serious attempts by unauthorized personnel to gain access onto the premises, or to cause disruption or mischief at the site. Console will request assistance of the Fresno Police Department.
TT	In patrol or combination posts, the Security Officer shall make frequent checks of public areas, entrances, exits, hallways, restrooms, and the lobby. Persons who appear to be loitering or who do not have official business shall be asked to leave. If they do not leave, the S.O. shall notify management, PSA3, and request assistance from Console. If necessary initiate a call to FPS or the local police department.
UU	Request for law enforcement assistance must be authorized by management and 911 will be made per their request.
VV	Security Officer will fill out GSA 252, Lost and Found Property Tag or similar form and attach the upper part of the form to the property. See further instructions on disposition of property.
WW	Walk through the front-end interview area (FEI) at least every 30 minutes.
XX	The guard shall maintain a visible presence: Emphasis on being seen and not heard.
YY	Insure that food/or drinks are not brought into the reception area by visitors or walk-in taxpayers.
ZZ	Enforce the no Smoking policy around the building for both employees and visitors.
AA	Insure that the lobby/ reception area has an orderly atmosphere.
BB	Flag raising and lowering will be conducted within the hours of duty assigned to the guard.

CC	In the event of a loud claimant, the guard will go to the immediate area of the possible trouble, but will not interfere with the interview until the SSA employee conducting the interview ask for guards assistance.
DD	If, at the end of the guards shift, there are loud disruptive people still being interviewed, the guard will request those not involved in the interview (friends & family) to wait outside. Before leaving the office, inform the SSA and ask if they need assistance. Do not leave SSA unattended if there is trouble.
EEE	Prepare incident reports as necessary for <u>all</u> traffic accidents witnessed on the property. If a security officer did not witness the accident, the employee will be responsible for completing the incident report. Notify Console immediately. FPO must be notified if there are personal injuries or damage to Government property.
FFFF	Report all graffiti, vandalism, or any other crimes against the building or Government property and/or Federal employees to the Federal Police (FPS) and the Fresno Police Department. Ensure management and PSA3 is aware of the damage before making the call.
GGG	Ensure that anyone observed removing property in a privately owned vehicle has proper authorization (i.e. property pass or authorization).
HHH	Prepare Form 10480, Security Incident Report, if anyone uses the emergency exits for other than an emergency evacuation.
IIIIIIII	Notify PSA3 or the CR of any problems associated with the facility. When a trouble call is reported to ERC (1-866-743-5748) the reporting officer must reflect the specific time of the trouble call on the relevant incident report.
JJJJ	<p>Ensure that everyone has a badge on and is wearing it properly. (Photo and/or designator is visible.) Persons without badges will <u>not</u> be permitted past this post. All visitors, with or without a badge will sign in on ROWR 2183, Visitor Register. <u>All Law Enforcement Officers must reflect their badge number by their name.</u></p> <p>Verify identity as follows:</p> <ul style="list-style-type: none"> <li>I. Visitor list.</li> <li>J. Approved Visitor Authorization Request (FSC Form 0197).</li> <li>K. Approved vendor's access letter. (Check each time.)</li> <li>L. Verbal or written authorization of IRS Physical Security Staff;</li> </ul> <p>Assistant Physical Security Analysts (APSA1 or APSA2), Physical Security Analysts (PSA, PSA1, 2 or 3), Contracting Officer's Technical Representative (COTR) and/or the Project Manager of Security.</p> <p>e. Check identification (badge, driver's license, etc.)</p> <p>If verification of employment is required, the security post will notify</p>

	the supervisor who will perform the duty of verification.
KKK	Issue appropriate non-photo badge(s) as necessary; i.e., white, red, escort, visitor, temporary. Issue a temporary badge and disclosure statement to employees who have lost or forgotten their badges upon completion of Form 4589, Lost or Forgotten Badge Request. <u>A Manager must sign them in and must print the employee name.</u> (Representative from the Physical Security Staff , PSA3) may sign employee in when management is not available.)
LLL	Ensure that all entries on Form 4589, Lost or Forgotten Badge Request, are accurate and complete; and upon return of the temporary badge to the post, ensure that forms are forwarded to the employees supervisor for corrective action.
MM	Check identification of all salespersons, repairpersons, and other visitors, and determine the purpose of their being at the Center. Call the person that has been identified as their contact to escort them. Obtain clearance from APSA1, APSA2, PSA, PSA1, 2, or 3, COTR, or the Project Manager to issue non-escort badges if they are not on the visitor list or access list of authorized vendors.
NNN	Ensure that all entries on ROWR 2183, Visitor Register, are accurate and complete and submit <u>monthly</u> through the Project Manager of Security for submission to the Badge Clerks.
OO	Ensure that non-photo badges and badges of non-IRS employees are not taken from the facility. Security officers are an exception due to performing their duties outside of buildings.
PPP	Patrol the parking area that comes under the jurisdiction of the U.S. Government at least once every 2 hours, not to be away from Post more than 10 minutes. (staggered patrols)

<b>GUARD POST ASSIGNMENT RECORD</b>		<b>Field Office:</b> Fresno, CA		<b>Post No.:</b> 65-33
<b>Facility or Building:</b> Fresno POD				<b>Building:</b> Blythe
<b>Building Address/City:</b> 5104 N. Blythe St., Fresno, CA, 93711		<b>Authorized Signature:</b>		<b>Date:</b>
<b>Time</b>		<b>Post Duties</b>		
<b>From</b>	<b>To</b>	0800 to 1700 M – F 1700 – 1830 Jan 26 – April 14 0800 – 1300 Saturdays only 1700 – 1930 April 15 only		
		QQ	Upon arrival, security officer will report to the Security Storage area to retrieve weapon/equipment. After initial loading and holstering of weapon when reporting for duty, the weapon will be withdrawn from the holster only as a last resort when, in the considered opinion of the security officer, there is a danger of loss of life or serious bodily injury to himself/herself or another person. Contact Security Console operator to report entry to duty (relay 1041/on duty).	
		RR	Security Officer must sign in/out on FSC Form 12543 (Payroll Log), FSC Form 1051 (Equipment Log), and Form 00-749 (Guard Operations Log). If keys are used on post, they shall sign for them on GSA Form 138, Record of Keys Issued.	
		SS	Entry and exit controls take priority over telephone conversations <u>unless</u> telephone conversation is an emergency.	
		TT	Eating, sleeping, smoking, reading of personal material, and making personal telephone calls are not allowed while on duty at post. Exception: Security officer will remain on duty while having lunch, and/or dinner.	
		UU	Security officer can provide his/her own relief for breaks, but he/she must remain on the grounds.	
		VV	Security officer will not engage in casual conversation with IRS employees/contractors/vendors and other security officers. Conversations will be limited to business communication.	
		WW	Be courteous at all times and assist anyone who might have questions. <u>Do not volunteer information to anyone!</u> The SO must maintain self-control in stressful situation and respond even though subjected to verbal abuse in a polite and businesslike manner in order to control the situation.	

XX	Security Officer's shall not attempt to assist or instruct persons in filling out official government applications or forms.
YY	Become familiar with building and post emergency procedures and action to be taken by the post guard in the event of bomb threats, fires, intrusions, evacuations, and other types of emergencies.
ZZ	In the event of a bomb threat (real or test), search outside of building. Put special emphasis on shrubbery.
AA	Maintain officer's desk book in good condition. Ensure post is kept clean and neat at all times.
BB	Report anything unusual to Console, PSA3, and local management. <u>Immediately</u> inform Console by radio or telephone of serious attempts by unauthorized personnel to gain access onto the premises, or to cause disruption or mischief at the site. Console will request assistance of the Fresno Police Department.
CC	In patrol or combination posts, the Security Officer shall make frequent checks of public areas, entrances, exits, hallways, restrooms, and the lobby. Persons who appear to be loitering or who do not have official business shall be asked to leave. If they do not leave, the S.O. shall notify management, PSA3, and request assistance from Console. If necessary initiate a call to FPS or the local police department.
DD	Request for law enforcement assistance must be authorized by management and 911 will be made per their request.
EE	Security Officer will fill out GSA 252, Lost and Found Property Tag or similar form and attach the upper part of the form to the property. See further instructions on disposition of property.
FF	The guard shall maintain a visible presence: Emphasis on being seen and not heard.
GG	Insure that food/or drinks are not brought into the reception area by visitors or walk-in taxpayers.
HH	Enforce the no Smoking policy around the building for both employees and visitors.
IIII	Insure that the lobby/ reception area has an orderly atmosphere.
JJJ	Flag raising and lowering will be conducted within the hours of duty assigned to the guard.

KKI	In the event of a loud claimant, the guard will go to the immediate area of the possible trouble, but will not interfere with the interview until the SSA employee conducting the interview ask for guards assistance.
LLL	If, at the end of the guards shift, there are loud disruptive people still being interviewed, the guard will request those not involved in the interview (friends & family) to wait outside. Before leaving the office, inform the SSA and ask if they need assistance. Do not leave SSA unattended if there is trouble.
MMM	Prepare incident reports as necessary for <u>all</u> traffic accidents witnessed on the property. If a security officer did not witness the accident, the employee will be responsible for completing the incident report. Notify Console immediately. FPO must be notified if there are personal injuries or damage to Government property.
NNN	Report all graffiti, vandalism, or any other crimes against the building or Government property and/or Federal employees to the Federal Police (FPS) and the Fresno Police Department. Ensure management and PSA3 is aware of the damage before making the call.
OOO	Ensure that anyone observed removing property in a privately owned vehicle has proper authorization (i.e. property pass or authorization).
PPP	Prepare Form 10480, Security Incident Report, if anyone uses the emergency exits for other than an emergency evacuation.
QQQ	Notify PSA3 or the CR of any problems associated with the facility. When a trouble call is reported to ERC (1-866-743-5748) the reporting officer must reflect the specific time of the trouble call on the relevant incident report.
RRR	<p>Ensure that everyone has a badge on and is wearing it properly. (Photo and/or designator is visible.) Persons without badges will <u>not</u> be permitted past this post. All visitors, with or without a badge will sign in on ROWR 2183, Visitor Register. <u>All Law Enforcement Officers must reflect their badge number by their name.</u></p> <p>Verify identity as follows:</p> <ul style="list-style-type: none"> <li>M. Visitor list.</li> <li>N. Approved Visitor Authorization Request (FSC Form 0197).</li> <li>O. Approved vendor's access letter. (Check each time.)</li> <li>P. Verbal or written authorization of IRS Physical Security Staff; Assistant Physical Security Analysts (APSA1 or APSA2), Physical Security Analysts (PSA, PSA1, 2 or 3), Contracting Officer's Technical Representative (COTR) and/or the Project Manager of Security.</li> </ul> <p>e. Check identification (badge, driver's license, etc.)</p> <p>If verification of employment is required, the security post will notify</p>



	the supervisor who will perform the duty of verification.
SSS	Issue appropriate non-photo badge(s) as necessary; i.e., white, red, escort, visitor, temporary. Issue a temporary badge and disclosure statement to employees who have lost or forgotten their badges upon completion of Form 4589, Lost or Forgotten Badge Request. <u>A Manager must sign them in and must print the employee name.</u> (Representative from the Physical Security Staff , PSA3) may sign employee in when management is not available.)
TTT	Ensure that all entries on Form 4589, Lost or Forgotten Badge Request, are accurate and complete; and upon return of the temporary badge to the post, ensure that forms are forwarded to the employees supervisor for corrective action.
UUU	Check identification of all salespersons, repairpersons, and other visitors, and determine the purpose of their being at the Center. Call the person that has been identified as their contact to escort them. Obtain clearance from APSA1, APSA2, PSA, PSA1, 2, or 3, COTR, or the Project Manager to issue non-escort badges if they are not on the visitor list or access list of authorized vendors.
VVV	Ensure that all entries on ROWR 2183, Visitor Register, are accurate and complete and submit <u>monthly</u> through the Project Manager of Security for submission to the Badge Clerks.
WWW	Ensure that non-photo badges and badges of non-IRS employees are not taken from the facility. Security officers are an exception due to performing their duties outside of buildings.
XXX	Patrol the parking area that comes under the jurisdiction of the U.S. Government at least once every 2 hours, not to be away from Post more than 10 minutes. (staggered patrols)

Exhibit 29 -

## GSA Form 527, Contractor's Qualification and Financial Information

GSA FORM 527 SHOULD BE COMPLETED AND RETURNED AS PART OF  
YOUR BUSINESS PROPOSAL. THIS IS A SIX PAGE FORM ALSO AVAILABLE  
FROM THE GSA WEBSITE:

<http://www.gsa.gov/Portal/gsa/ep/formslibrary.do>

**EXHIBIT 30****PAST PERFORMANCE QUESTIONNAIRE**PART ONE: INSTRUCTIONS

The company who has provided you with this form is proposing on an Internal Revenue Service (IRS) acquisition for Contract Guard Services. Past performance is an important evaluation criteria for the acquisition, so input from previous customers of the offeror is very important. We would greatly appreciate you taking the time to complete this form. ***The information is to be provided directly to Ms. Christine Matschkowsky, IRS, Contract Specialist. Offerors, determined to be in the competitive range, will be provided the opportunity to discuss past performance information obtained from references; however, names of individuals providing reference information about an offeror's past performance will not be disclosed. Please provide an honest assessment and return by mail to the IRS Contract Specialist, Christine Matschkowsky at the address shown below no later than June 9, 1994.*** If you have any questions, please contact Ms. Christine Matschkowsky at voice: (415) 848-4737; or fax: (415) 848-4711.

Internal Revenue Service  
Attn: Christine Matschkowsky  
Western Area Field Procurement Operations  
333 Market Street, Suite 1400  
San Francisco, CA 94105

PART TWO: GENERAL INFORMATION

## 1. OFFEROR'S NAME AND ADDRESS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. CUSTOMER ORGANIZATION  
NAME AND ADDRESS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 3. Contract Number: \_\_\_\_\_

## 2a. EVALUATOR

## 4. Contract Value (Circle One):

<\$ 1M      \$ 1M-\$ 10M      >\$ 10M

## NAME:

## TITLE:

## PHONE NO:

## 5. Contract or Task Order (TO) Award Date:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

6. Contract or TO Completion Date  
(Include Extensions):

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

## 7. CONTRACT TYPE (Circle All That Apply)

FFP    CPFF    CPAF    OTHER    (Specify Type)

## 8. COMPLEXITY OF WORK (Circle One Response):

DIFFICULT      ROUTINE      BOTH

PART TWO: GENERAL INFORMATION (continued)

(f) INDICATE GEOGRAPHIC DISTRIBUTION OF SERVICES

(g) NUMBER OF USERS/LOCATIONS SERVICED BY THIS CONTRACT:

☐ Local
 ☐ Nationwide
 ☐ Worldwide

11. TYPE AND EXTENT OF SUBCONTRACTING SUPPORT (Complete this item only if subcontracting support was used by the offeror):

12. BRIEF DESCRIPTION OF YOUR CONTRACT REQUIREMENTS:

PART THREE: OFFEROR PERFORMANCE RATING

On the following pages, please summarize the offeror's performance in each of the five rating factors. Each factor has a set of subfactors with four possible adjectival ratings. Determine the adjectival rating that most nearly represents your experience with this offeror and indicate your assessment by placing any "X" under the appropriate heading. Offeror's performance factors are -

- A. QUALITY OF SERVICES
- B. PROJECT MANAGEMENT
- C. TIMELINESS OF PERFORMANCE
- D. CUSTOMER SATISFACTION
- E. CONTRACTOR PERSONNEL

Adjectival ratings are defined below and should be used as a reference in assessing performance:

- OUTSTANDING = Offeror performance was technically acceptable and provided significant, unusual, unique, or worthwhile features or benefits
- SATISFACTORY = Offeror performance met customer expectations or contract requirements (i.e., demonstrated an acceptable understanding of the requirements, provided an acceptable management and technical approach to tasks; and provided complete response to customer needs)
- MARGINAL = Offeror performance could have stood improvement (i.e., demonstrated a marginal understanding of requirements and marginal approach to tasks)
- UNSATISFACTORY = Offeror performance DID NOT meet customer expectations or Contract requirements
- NOT APPLICABLE = Offeror was not required to perform in this area on this contract

**SECTION K  
REPRESENTATION, CERTIFICATION,  
AND OTHER STATEMENTS OF OFFERORS**

**K.1 52.252-1 Solicitation Provisions Incorporated by Reference (Feb 1998)**

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):  
<http://www.arnet.gov/far/>

**Federal Acquisition Regulation (48 CFR Chapter 1) Clauses Incorporated by Reference**

<u>NUMBER</u>	<u>TITLE</u>	<u>DATE</u>
52.203-2	CERTIFICATE OF INDEPENDENT PRICE DETERMINATION	(APR 1985)

**K.2 52.203-11 CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS (APR 1991)(DEVIATION).**

(a) The definitions and prohibitions contained in the clause, at FAR 52.203-12, Limitations on Payments to Influence Certain Federal Transactions, included in this solicitation, are hereby incorporated by reference in paragraph (b) of this certification.

(b) The offeror, by signing its offer, hereby certifies to the best of his or her knowledge and belief that on or after December 23, 1989,--

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of a Federal contract resulting from this solicitation;

(2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any

person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the offeror shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to the Contracting Officer; and

(3) He or she will include the language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of \$100,000 shall certify and disclose accordingly.

(c) Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, title 31, United States Code. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

(End of provision)

### **K.3 52.204-3 TAXPAYER IDENTIFICATION (OCT 1998)**

(a) Definitions.

"Common parent," as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

"Taxpayer Identification Number (TIN)," as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All offerors must submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements described in Federal Acquisition Regulation (FAR) 4.904, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) Taxpayer Identification Number (TIN).

☐ ☐ TIN: \_\_\_\_\_.

☐ ☐ TIN has been applied for.

☐ ☐ TIN is not required because:

☐ ☐ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

☐ ☐ Offeror is an agency or instrumentality of a foreign government;

☐ ☐ Offeror is an agency or instrumentality of the Federal Government.

(e) Type of organization.

☐ ☐ Sole proprietorship;

☐ ☐ Partnership;

☐ ☐ Corporate entity (not tax-exempt);

☐ ☐ Corporate entity (tax-exempt);

☐ ☐ Government entity (Federal, State, or local);

☐ ☐ Foreign government;

☐ ☐ International organization per 26 CFR 1.6049-4;

☐ ☐ Other \_\_\_\_\_.

(f) Common Parent.

☐ ☐ Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.

☐ ☐ Name and TIN of common parent:

Name \_\_\_\_\_

TIN \_\_\_\_\_

(End of provision)

## **K.5 52.209-5 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS (DEC 2001)**

(a)(1) The Offeror certifies, to the best of its knowledge and belief, that-

(i) The Offeror and/or any of its Principals-

(A) Are ☐ ☐ are not ☐ ☐ presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have ☐ ☐ have not ☐ ☐, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are /\_/ are not /\_/ presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision.

(ii) The Offeror has /\_/ has not /\_/, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

(End of provision)



## **K.6 52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS (APR 2002)**

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is 561612.

(2) The small business size standard is \$10.0 million.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) Representations.

(1) The offeror represents as part of its offer that it ☐ is, ☐ is not a small business concern.

(2) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.]

The offeror represents, for general statistical purposes, that it ☐ is, ☐ is not, a small disadvantaged business concern as defined in 13 CFR 124.1002.

(3) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.]

The offeror represents as part of its offer that it ☐ is, ☐ is not a women-owned small business concern.

(4) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.]

The offeror represents as part of its offer that it ☐ is, ☐ is not a veteran-owned small business concern.

(5) [Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (b)(4) of this provision.] The offeror represents as part of its offer that it ☐ is, ☐ is not a service-disabled veteran-owned small business concern. (6) ["Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision."] The offeror represents, as part of its offer, that-- (i) It ☐ is, ☐ is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business

Concerns maintained by the Small Business Administration, and no material change in ownership and control, principal office, or HUBZone employee percentage has occurred since it was certified by the Small Business

Administration in accordance with 13 CFR part 126; and (ii) It ☐ is, ☐ is not a joint venture that complies with the requirements of 13 CFR part 126, and the representation in paragraph (b)(6)(i) of this provision is accurate for the

HUBZone small business concern or concerns that are participating in the joint venture. [The offeror shall enter the name or names of the HUBZone small business concern or concerns that are participating in the joint venture:

\_\_\_\_\_.] Each HUBZone small business concern participating in the joint venture shall submit a separate signed copy of the HUBZone representation.

(c) Definitions. As used in this provision—

"Service-disabled veteran-owned small business concern"--

(1) Means a small business concern--

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

"Small business concern," means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard in paragraph (a) of this provision.

"Veteran-owned small business concern" means a small business concern--

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned small business concern," means a small business concern--

(1) Which is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

(d) Notice. (1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.

(2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, HUBZone small, small disadvantaged, or women-owned small business

concern in order to obtain a contract to be awarded under the preference programs established pursuant to section 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall--

- (i) Be punished by imposition of fine, imprisonment, or both;
- (ii) Be subject to administrative remedies, including suspension and debarment; and
- (iii) Be ineligible for participation in programs conducted under the authority of the Act.

(End of provision)

## **K.7 52.222-22 PREVIOUS CONTRACTS AND COMPLIANCE REPORTS (FEB 1999)**

The offeror represents that-

- (a) It [ ] has, [ ] has not participated in a previous contract or subcontract subject to the Equal Opportunity clause of this solicitation;
- (b) It [ ] has, [ ] has not filed all required compliance reports; and
- (c) Representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained before subcontract awards.

## **K.8 52.222-25 AFFIRMATIVE ACTION COMPLIANCE (APR 1984)**

The offeror represents that

- (a) it /\_/ has developed and has on file, /\_/ has not developed and does not have on file, at each establishment, affirmative action programs required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2), or
- (b) it /\_/ has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

(End of provision)

**K.9 52.223-4 RECOVERED MATERIAL CERTIFICATION (OCT 1997)**

As required by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. 6962(c)(3)(A)(i)), the offeror certifies, by signing this offer, that the percentage of recovered materials to be used in the performance of the contract will be at least the amount required by the applicable contract specifications.

(End of provision)

**K.10 52.223-13 CERTIFICATION OF TOXIC CHEMICAL RELEASE REPORTING (JUN 2003)**

(a) Submission of this certificate is a prerequisite for making or entering into this contract imposed by Executive Order 12969, August 8, 1995.

(b) By signing this offer, the offeror certifies that--

(1) As the owner or operator of facilities that will be used in the performance of this contract that are subject to the filing and reporting requirements described in section 313 of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11023) and section 6607 of the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13106), the offeror will file and continue to file for such facilities for the life of the contract the Toxic Chemical Release Inventory Form (Form R) as described in sections 313(a) and (g) of EPCRA and section 6607 of PPA; or

(2) None of its owned or operated facilities to be used in the performance of this contract is subject to the Form R filing and reporting requirements because each such facility is exempt for at least one of the following reasons: (Check each block that is applicable.)

☐ (i) The facility does not manufacture, process, or otherwise use any toxic chemicals listed under section 313(c) of EPCRA, 42 U.S.C. 11023(c);

☐ (ii) The facility does not have 10 or more full-time employees as specified in section 313(b)(1)(A) of EPCRA, 42 U.S.C. 11023(b)(1)(A);

☐ (iii) The facility does not meet the reporting thresholds of toxic chemicals established under section 313(f) of EPCRA, 42 U.S.C. 11023(f) (including the alternate thresholds at 40 CFR 372.27, provided an appropriate certification form has been filed with EPA);

☐ (iv) The facility does not fall within Standard Industrial Classification Code (SIC) major groups 20 through 39 or their corresponding North American Industry Classification System (NAICS) sectors 31 through 33; or

☐ (v) The facility is not located in the United States or its outlying areas.

(End of provision)

**K.11 IR1052-96-065 CERTIFICATION**

TO BE COMPLETED BY THE OFFEROR: (The Offeror must check or complete all appropriate boxes or blanks in the Representations and Certifications, on the preceding pages). The Representations and Certifications must be executed below, by an individual authorized to bind the offeror. The offeror makes the foregoing Representations and Certifications as part of its proposal.

\_\_\_\_\_  
(Name of Offeror)

\_\_\_\_\_  
(Solicitation No.)

\_\_\_\_\_  
(Signature of Authorized Individual)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Typed Name of Authorized Individual)

Note: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

[End of Provision]

**K.12 IR1052-96-085 RESPONSIBLE OFFICIAL(S) WHO CAN RECEIVE NOTIFICATION OF AN IMPROPER INVOICE AND**

**IMPROPER INVOICE AND ANSWER QUESTIONS REGARDING THE INVOICE**

Indicate below the responsible official(s) who can receive notification of an improper invoice and answer questions regarding the invoice. For additional information see Section I, Prompt Payment.

Name (If practicable) \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Telephone Number \_\_\_\_\_

[End of Provision]

**K.13 IR1052-96-110 CONTRACTOR'S REMITTANCE OR CHECK  
MAILING ADDRESS**

Indicate your firm's remittance or check mailing address below. For additional information see Section I, Prompt Payment (FAR 52.232-25).

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[End of Provision]

**K.14 IR1052-96-122 INCORPORATION OF REPRESENTATIONS AND  
CERTIFICATIONS**

The contractor's representations and certifications dated are hereby incorporated into the contract by reference.

[End of Provision]

## SECTION L INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

### **L.1 52.252-1 Solicitation Provisions Incorporated by Reference (Feb 1998)**

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

<http://www.arnet.gov/far/>

### **Federal Acquisition Regulation (48 CFR Chapter 1) Clauses Incorporated by Reference**

<u>NUMBER</u>	<u>TITLE</u>	<u>DATE</u>
52.204-6	DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER	(JUN 1999)
52.214-34	SUBMISSION OF OFFERS IN THE ENGLISH LANGUAGE	(APR 1991)
52.214-35	SUBMISSION OF OFFERS IN U.S. CURRENCY	(APR 1991)
52.215-1	INSTRUCTIONS TO OFFERORS-COMPETITIVE ACQUISITION	(JAN 2004)

### **L.2 52.216-1 TYPE OF CONTRACT (APR 1984)**

The Government contemplates award of a firm fixed price contract resulting from this solicitation.

(End of provision)

### **L.3 52.233-2 SERVICE OF PROTEST (AUG 1996)**

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

Internal Revenue Service  
Attn: Christine Matschkowsky  
333 Market Street, Suite 1400  
San Francisco, CA 94105

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of provision)

#### **L.4 52.237-1 SITE VISIT (APR 1984)**

(a) Offerors or quoters are urged and expected to inspect the site where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event shall failure to inspect the site constitute grounds for a claim after contract award.

(End of provision)

#### **NOTE: Pre-Proposal Conference/Site Visit planned for August 25, 2004**

If you plan to be represented at the Site Visit send the name of your company and representative to the Contract Specialist named in item 10 of the Standard Form 33. The visit will be conducted at the IRS Service Center (CSC), 5045 E. Butler Avenue, Fresno, CA between 9:00 AM and 12 Noon on August 25, 2004. Representatives should arrive at the Center between 8:30 and 8:55 AM to sign in and be escorted to the meeting area.

#### **L.5 52.252-5 AUTHORIZED DEVIATIONS IN PROVISIONS (APR 1984)**

(a) The use in this solicitation of any Federal Acquisition Regulation (48 CFR Chapter 1) provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the provision.

(b) The use in this solicitation of any (48 CFR Chapter) provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End of provision)



## **L.6 IR1052-00-026 FALSE STATEMENTS IN OFFERS**

Proposals must set forth full, accurate, and complete information as required by this solicitation (including attachments). The penalty for making false statements in proposals is prescribed in 10 U.S.C. 1001.

## **L.7 IR1052-96-111 AMENDMENTS TO PROPOSAL**

Changes to the proposal by the offeror shall be accomplished by amended page(s). Changes from the original page shall be indicated by a vertical line, adjacent to the change, on the outside margin of the page. The offeror shall include the date of the amendment on the lower right hand edge of the page as well as the amendment number which caused the change.

[End of Provision]

## **L.8 IR1052-96-116 INCURRING COSTS**

The Contracting Officer is the only person who can legally obligate the Government for the expenditure of public funds. Costs shall not be incurred by recipients of the Solicitation Document in anticipation of receiving direct reimbursement from the Government.

[End of Provision]

## **L.9 IR1052-96-120 DISPOSITION OF PROPOSALS**

After evaluation, selection, and contract award, unsuccessful proposals will be disposed of as follows: one copy of each proposal will be retained by the Contracting Officer and the remainder will be destroyed.

[End of Provision]

## **L.10 IR1052-98-014 DISCUSSIONS AND CORRESPONDENCE**

All communications concerning the solicitation, including any of a technical nature, must be made through the Contracting Officer. Correspondence, including written questions, should be directed to the address shown in Block 8 of the Standard Form 33 and marked for the attention of the individual whose name appears in Block 10A of that form. All verbal communications should also be directed to that individual. Questions concerning any technical aspect of the solicitation must be in writing. In order to ensure a timely response, questions should be received by the Contracting Officer at least 15 days before the due date for receipt of proposals. After this date, the Government will make every effort, but cannot guarantee that questions submitted will be answered before the RFP closing date.

[End of Clause]

## **L.11 PROPOSAL PREPARATION INSTRUCTIONS**

### **L.11.1 General Instructions**

The Government will not pay any costs incurred in the preparation and submission of proposals. Offeror shall submit response to this Request for Proposal (RFP) to the address shown in paragraph entitled "Mailing Instructions" in Section L. Offeror's price proposal must be physically separated from the technical proposal. To ensure this, the offer should be submitted in three distinct packets as identified below. The original must be submitted as a paper document, copies may be submitted via disk as Microsoft Word or Microsoft Excel (for price schedule) files.

- (1) Business Proposal - Two (2) originally signed copies of this RFP's Standard Form 33, signed in spaces provided by an authorized officer of the offeror's company. Offerors should note that they are responsible for completing one copy of ALL the Representations and Certifications in Section K; and, Item G.1.C, Project Manager.
- (2) Price Proposal - An original and three (3) copies of the price proposal (Section B – Price Schedule).
- (3) Technical Proposal - An original and three (3) copies of the technical proposal addressing Offeror's Experience and Past Performance, Qualifications, Plan of Accomplishment including plan to obtain and deploy canines, and Phase-in-plan.
- (4) Transmittal envelopes or boxes shall include the solicitation number, TIRWR-04-R-00019, in the lower left corner.

(5) Elaborate Brochures. Unnecessarily elaborate brochures or other presentations beyond that sufficient to present a complete and effective proposal are not desired. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are not solicited.

(6) Proposal Content. The offeror must submit a comprehensive technical proposal and price data to provide a basis for sound evaluation by the Government. The information provided shall be concise, factual and complete.

### **L.11.2 Technical Proposal**

(1) This section of the proposal shall consist of the offeror's response to the requirements of Section C herein and shall not contain any reference to prices/costs. Resource information, however, such as data concerning labor hours and categories, materials and equipment, subcontracts, etc., may be included so that the offeror's understanding of the scope of work may be evaluated.

In this section, the offeror shall identify all exceptions it takes to the technical requirements of the RFP and all deviations from the RFP of which it requests approval.

(2) Offerors are advised that there are four elements of "Technical Evaluation Criteria" that will be used to evaluate proposals:

- a. Experience and Past Performance
- b. Qualifications and Management experience
- c. Plan of Accomplishment, Must include Plan to obtain and Deploy Canines
- d. Phase-In Plan

(3) The offeror's technical proposal must be directly responsive to each element of the technical evaluation criteria by including the information addressed below under "Proposal Content."

(4) Proposals will be considered only from offerors who are regularly established in the business relevant to the scope of work and in the judgment of the government, are financially responsible and are able to show evidence of the reliability, ability, experience, equipment, and personnel directly employed or supervised by them to render prompt and satisfactory service. In order to assist the government in evaluating the offeror's qualifications and experience, offerors are to submit the resume information requested.

(5) To facilitate evaluation of proposals, it is desired that all proposals follow the same general outline using as a basis the various components specified for each of the "Technical Evaluation Criteria" listed above.

**L.11.2.1 Proposal Content**

At a minimum, the following information should be provided in the technical proposal.

**(1) EXPERIENCE AND PAST PERFORMANCE:**

Offeror is to identify past or current contracts (include Federal, State, and local government and private) for efforts similar size and nature to the Government's requirements. Services are considered similar if the functions, responsibilities, and control exercised by the contractor were essentially the same as required by the solicitation. A contract is considered comparable in size if the required staff hours are equivalent to or greater than 50% of the productive hours required by this solicitation. Offeror is to provide information on problems encountered on the identified contracts and the offeror's corrective actions. The government shall consider this information, as well as information obtained from any other source when evaluating the offeror's past performance.

In the case of an offeror without a record of relevant past performance or from whom information on past performance is not available (including information pertaining to predecessor companies, key personnel, or subcontractors that is relevant to the acquisition), the offeror will not be evaluated favorably or unfavorably on past performance.

a. Provide length of experience offeror has had in providing guard services along with evidence of successful performance. Provide summary listing of work experiences along with corresponding reference information (client name & address, telephone numbers of the Contracting Officer and primary point of contact; brief description of service provided; period of performance; contract number and dollar amount.) Indicate whether or not a subcontractor(s) was involved and provide a separate list of services provided by the subcontractor(s).

b. Provide evidence of previous experience in the deployment of Canines or knowledge of the deployment of Canines by your company or employees of your company.

c. List examples of three commercial or government projects successfully completed by the offeror that are similar in scope and complexity as the requirements described in Section C. Greater emphasis should be given to projects completed within the last five years. Each example should be limited to one page and include the following information:

- (i) name and address of client;
- (ii) description of work performed;
- (iii) approximate or average number of offeror's personnel assigned, by skill category;
- (iv) contract number, contract type, and period of performance, including original estimated completion date and actual completion date, with explanation for variances; and,

(v) name and telephone number of the client's primary point of contact responsible for the project.

For each of the three cited projects, the offeror shall forward to each a copy of the "Past Performance Questionnaire" (refer to Section J, Attachment 30), to be filled out and returned directly by the client to the IRS address shown on the questionnaire. The questionnaires are to be returned to the IRS Contracting Officer by the closing date of the solicitation specified in block 9 of the Standard Form 33 (Solicitation, Offer, and Award page). Although the provision for receipt of late proposals will not be applied to receipt of the Questionnaire, the past performance information must be received by the IRS Contracting Officer in time not to disrupt the evaluation process.

(2) QUALIFICATIONS:

1. Provide qualifications of the offeror and its key personnel (i.e., project manager, supervisors, and canine handlers) that clearly describe the skills, knowledge, and ability for performing the services required by the contract. Provide qualification information for any subcontractor that will perform major or critical aspects of the requirement. Include resume information for key personnel involved with contract performance.
2. Provide firm's organizational chart that clearly addresses sufficient, prompt, and active management support.
3. Discuss how the home office will provide contract support, services, and controls.
4. Provide evidence that the proposed project manager is trained and has sufficient experience in an operation of comparable size and complexity

(3) PLAN OF ACCOMPLISHMENT/PLAN TO OBTAIN AND DEPLOY CANINES:

- a. Offeror should provide information demonstrating its understanding of contract requirements and explain its proposed approach for successful performance of contract requirements specifically addressing Canine Explosive Detection Service.
- b. Canine Explosive Detection Service: Fully explain and document plan to obtain and deploy canines. Include as a minimum: Plans to acquire Canines and get them trained; Proof of ownership, or agreements to subcontract or purchase; When canines will be available; hiring of handlers; Your understanding of how they will be employed, training required, and plans for the care and maintenance.

(4) OTHER REQUIREMENTS:

- a. Provide proposed plan for acquiring qualified contract personnel sufficient to meet productive and supervisory requirements. Plan should address the anticipated number of full-time equivalent employees\* (by service category); how back-up support will be

provided in cases of scheduled and unscheduled absences, and how relief will be provided.

\* Full-Time Equivalents. A Full-Time Equivalent (FTE) is the planned use of 2080 straight time paid hours in a twelve-month contract period (to include authorized vacation, sick leave or other authorized paid time off). For example, in the case of full-time employees, one FTE is comparable to "one employee." Two part-time employees, each working 1040 straight time paid hours per twelve-month contract period (including paid time off), equals one FTE.

b. Discuss how guard personnel will be selected, trained, tested, etc., to ensure personnel are physically fit, will meet agility standards needed in order to perform adequately and respond quickly to emergencies, and will otherwise meet the qualifications outlined in Section C.

c. Discuss plan for providing guardmount, and walktime, requirements.

d. Address Quality Control and plans to implement and maintain proper contract performance.

e. Discuss plan for retaining qualified contract personnel. Provide anticipated personnel turn-over rate based on current and past experience. Identify contract personnel pay rates, and fringe benefits to be provided, including, any recognition or incentive programs, etc., that will be offered.

#### (4) PHASE-IN PLAN:

Offeror is to explain its plan for taking over the security at Ogden Service Center as of midnight of the first day of contract start-up, and explain its plan for transition with the Service Center's incumbent guard contractor.

a. Provide plan for beginning contract performance within 30 calendar days of contract award notice to ensure continuity of security guard services at the Service Center at time of contract start-up.

b. Include projected schedules for acquiring the following prior to start-up:

- a. required licenses and permits;
- b. staffing;
- c. equipment; and
- d. training

### **L.11.3 Business/Price Proposal**

In this section the offeror shall respond to the requirements of Sections D through K, submit pricing information, and information regarding its financial capability.

### **L.11.3.1 Requirements of Sections D-I**

The offeror shall respond to each requirement of Sections D through I, inclusive, of the RFP and indicate whether it proposes to comply. For the purpose of facilitating discussions, for every instance where the offeror does not propose to comply with or agree to a requirement, the offeror shall propose an alternative and describe its reasoning for the alternative. It is not necessary to respond on a paragraph by paragraph basis except as required for clarity; for example, if the offeror agrees to the terms of Section H of the RFP in their entirety, a single statement to that effect will suffice. This Section shall contain an original signed copy of the face page of the RFP, as well as the filled in Certifications and Representations which make up Section K of the RFP.

### **L.11.3.2 Pricing Information**

(a) The offeror shall provide its detailed price proposal for the base period and all option periods, based on the price offered in Section B, Price Schedule of this RFP. Unit price offered on the price schedule shall be supported with costs breakdown of how the unit price was derived on the Basic Services. Costs breakdown is required in order for the Government to determine, the accuracy and completeness of the proposed price, and to determine the ability of the offeror, professionally and managerially, to judge the magnitude and scope of the requirements. The price proposal will be evaluated for cost realism and overall value to the Government.

(b) The following areas of cost information should be provided to substantiate the costs proposed:

(1) All significant cost elements for the five-year period should be addressed both terms of cost dollars to the Government and in the quantity of resources needed. These significant elements include:

(a) Manpower Costs.

(i) Salaries and wage rates (including number of hours)

- (1) Project Manager
- (2) Supervisors
- (3) Security Guards

(ii) Manning levels and skill mixes.

(b) Supplies and Equipment Costs.

(i) Equipment acquisition cost (i.e., purchase price or lease expenses)

(ii) The cost of acquiring and maintaining the inventory of supplies and special tools required by this contract.

(c) Subcontract Costs – Include names of subcontractor proposed. The Government reserves the right to approve or disapprove any subcontract and any subcontractor selected. Therefore, the contractor shall obtain the Contracting Officer's approval of all subcontractors and provide copies of subcontracts for any work required by this contract.

(d) Profit and the method of development, e.g., risk assumed, contractor resources utilize, etc.

(e) Additional Services – Offerors shall submit fully burdened hourly rate for Guard I, Guard II, and Canine Services as shown in Section B.

### **L.11.3.3 Financial Information**

FAR 9.1 Responsible Prospective Contractors, requires a contractor to have adequate financial resources to perform the contract, or the ability to obtain them. The Offeror shall submit as part of its cost proposal, its certified financial statements for the two prior fiscal years and the current year to date. If the offeror is a partnership or joint venture, each of the companies that make up the offeror shall submit its certified financial statement for the two prior fiscal years and the current year to date. The financial statements shall include, as a minimum, Balance Sheet, Income Statement, Statement of Cash Flows, and related Explanatory notes. If the offeror does not have certified financial statements, compiled or reviewed statements shall be submitted. Additionally, each offeror shall provide sources of capital, e.g., letters of credit and corporate capital infusion.

### **L.12 MAILING INSTRUCTIONS**

Proposals shall be forwarded to Western Area Procurement Operations Branch in one of the following ways:

Regular Mail, Express Mail, Courier, or Hand Carry:

Internal Revenue Service  
Western Area Procurement Operations Branch  
Attn.: Christine Matschkowsky  
333 Market Street, Suite 1400  
San Francisco, CA 94105  
415-848-4737

### **L.13 PROPOSAL DOCUMENTATION**

The following documents shall be submitted as part of your proposal:

- A. Section A
  - SF-33 - Solicitation, Offer and Award
  - (2 Originals)



- B. Section B  
    PRICE SCHEDULE  
    (Original plus 3 copies)
- C. Technical Proposal  
    (Original plus 3 copies)
- D. Section G  
    G.1.C, Project Manager  
    (Provide required information in 2 copies)
- E. Section K  
    Representations and Certifications and Other  
    Statements of Offerors  
    (Entire Section - 1 copy only)
- F. Contractor's Qualifications & Financial Information, Section J, Exhibit 29
- G. List of References with point of contact and phone number from whom Past  
    Performance information requested.

## **SECTION M EVALUATING FACTORS FOR AWARD**

### **M.1 52.217-5 EVALUATION OF OPTIONS (JUL 1990)**

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

(End of provision)

### **M.2 BASIS OF AWARD**

Award will be made to that offeror whose proposal contains the combination of criteria offering the best overall value to the Government. This will be determined by comparing differences in the value of the technical features with differences in the offerors' prices.

In making this comparison the Government is more concerned with obtaining superior technical features than with making an award at the lowest overall price. However, the Government is concerned with striking the most advantageous balance between technical features and price to the Government and will not make an award at a significantly higher price to achieve slightly superior technical features.

[End of Provision]

### **M.3 EVALUATION FACTORS**

Evaluation factors include both price and technical factors. The technical criteria listed below under "Technical Evaluation" will be scored. Price will be evaluated as described below under "Price Evaluation". All technical evaluation factors other than cost or price, when combined, are approximately equal to cost or price when determining which proposal offers the best value to the Government.

#### **M.3.1 TECHNICAL EVALUATION**

The criteria set forth below will be used in establishing qualified sources from a technical standpoint. Experience & Past Performance, Qualifications, Plan of Accomplishment including Plan to Obtain and Deploy Canines are of equal importance with the phase in Plan being slightly less important. All sub-factors under each factor are of equal importance. Where an offeror clearly demonstrates superiority in a factor, that factor, and why it is superior, will be identified.

- (1) Experience and Past performance
  - a. Related work experience
  - b. Record of past performance
- (2) Qualifications
  - a. Offeror /Key Personnel
  - b. Management support and controls
  - c. Project Manager
  - d. Canine and Canine Handler
- (3) Plan of Accomplishment including Plan to obtain and deploy Canines
  - Apparent Understanding of Contract Requirements
  - Approach for Performance
  - Staffing Plan
  - Personnel Selection, Testing & Training to meet Qualification Standards
  - Guard mount and walk time
  - Retention Plan
  - Quality Control
- (4) Phase-In
  - Contract Transition and Start-Up Plan

In accordance with FAR 15.305(a)(3), the technical evaluation of proposals, based on the above factors and subfactors, will result, for source selection purposes, in a quantitative ranking, along with appropriate supporting narrative, of each technical proposal.

#### **M.4 PRICE EVALUATION**

- a. Offerors are to submit unit prices for all contract line items. Price evaluation will be undertaken concurrently with the technical evaluation. Price will be evaluated for each contract line item described in Section B, Price Schedule. Although price will be evaluated it will not be scored.
- b. Proposed prices will be evaluated for price reasonableness. Price reasonableness will be determined based on a comparative price analysis using one or more of the techniques in FAR 15.404-1(b). Cost analysis techniques shall also be used to determine whether separately priced line items are unbalanced in accordance with FAR 15.404-1(g). If an offer is determined to be unbalanced, it may be rejected.